

NEYM PERSONNEL POLICY MANUAL

(Text Approved by Permanent Board as of 5/21/2016)

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I. INTRODUCTION

New England Yearly Meeting of Friends (NEYM), a faith community of Quarterly Meetings and Monthly Meetings in six New England States committed to following the promptings of the Holy Spirit, employs a number of staff to support our work. This personnel manual provides guidelines and expectations for the working relationship between paid staff and their supervisors to guide them in their work for NEYM.

More important than the specific arrangements outlined below, which may change as needed, is our degree of caring for each other, our willingness to work in harmony with one another, and our ability to be open to the leadings of the Holy Spirit.

We sincerely desire that work for the Yearly Meeting, whether voluntary or paid, arises from prayerful attention to God's leadings. In the structure and policies of NEYM, we seek to provide fair working conditions that support paid employees in doing their best work. Together, both employees and Personnel Committee members have an opportunity to further God's work in the world through their service to NEYM.

II. EMPLOYEE OVERSIGHT AND NURTURE

NEYM has given the Permanent Board responsibility for employee oversight and nurture. The Permanent Board delegates to the Personnel Committee the fulfillment of that responsibility including making recommendations for personnel policy. As part of that responsibility, the Personnel Committee works together with the Yearly Meeting Secretary (YM Secretary), Finance Committee, Coordinating and Advisory Committee (C&A) and other committees with designated concerns for the work of the employees. As members of a community of faith, the Personnel Committee and the staff strive to draw out and hold accountable the right exercise of God's gifts in each employee as it pertains to his or her job in the Yearly Meeting and to his or her professional, personal, and spiritual growth.

The Yearly Meeting conducts business as an operating division based out of its office in Worcester, Massachusetts, and Friends Camp, a residential camp facility in China, Maine. For the sake of clarity within this document, the Yearly Meeting considers the Camp to be a wholly owned division under the oversight of the Permanent Board and the YM Secretary. Due to the distance and the complexity of camp operations, the management of the Camp is the responsibility of the Friends Camp Director, with oversight delegated to the Camp Committee, separately appointed by the Yearly Meeting.

A. EMPLOYEE STATUS DEFINITIONS

1. MANAGERIAL-LEVEL STAFF

New England Yearly Meeting currently has two staff positions hired by Yearly Meeting Sessions: the YM Secretary and the Friends Camp Director. These employees are hired by the Yearly Meeting in Session, upon recommendation of the Permanent Board. Their work is outlined in job descriptions, which are attached to this manual and approved by the Permanent Board. These two full-time staff positions have responsibility for supervising other

staff members and are referred to as “managerial-level staff” within this document.

The YM Secretary is supervised by the Coordinating and Advisory Committee, which delegates day-to-day supervision to the Supervisor of the YM Secretary. The job description for the YM Secretary is developed by the Personnel Committee and approved by Permanent Board.

The Friends Camp Director is supervised by a qualified Friend appointed by the Friends Camp Committee. The job description for the Camp Director is developed by the Camp Committee, reviewed and modified as needed by the Personnel Committee, and approved by Permanent Board.

2. NEYM ADMINISTRATIVE AND PROGRAM STAFF

Administrative and Program Staff are hired to meet specific needs of the Yearly Meeting and work under the direct supervision of the YM Secretary. Each staff member’s work is outlined in a job description reviewed on a regular basis and, if modified, submitted to the Personnel Committee for approval. Pay rate and any possible benefits will be set by the supervisor within the policy and budgetary constraints of the Yearly Meeting. Any changes of salary or benefits will be communicated in a letter that will be kept in the employee’s personnel file at the NEYM office.

a. Regular and Temporary Definitions

Regular employees are employed in an ongoing arrangement, under the terms of an appointment letter. All other employees are considered Temporary. Temporary employees generally work for a specified period, usually on a short term basis.

b. Full and Part-time Definitions

Full Time employees are generally expected to work an average 40 hours per week. All other employees are considered Part-time.

c. Benefits Eligibility

In general, Regular Full-time employees are salaried (Fair Labor Standards Act exempt) and receive full benefits as defined below. All other employees may be subject to limitation on benefits. Eligibility is described below in the section on benefits definitions, and ultimately determined in each case by the terms of the initial appointment or subsequent salary and benefits letter.

B. INDIVIDUALS NOT HOLDING EMPLOYEE STATUS

1. CONTRACTORS

Contractors are individuals or firms performing specific work for the Yearly Meeting and are hired by the YM Secretary. Contractors are not employees of the Yearly Meeting. In each instance, it is the YM Secretary who will determine in writing the scope of work to be performed, estimated time required for completion, associated fees, specific deliverables, and when the agreed work has been performed satisfactorily so that payment can be made. The Treasurer will inform the Personnel Committee of work done on a fee basis for the Yearly Meeting by giving the Committee an annual summary of all IRS Form 1099s issued.

2. VOLUNTEERS

Individuals may enter an arrangement of service to the Yearly Meeting whereby they receive some modest compensation — for example, stipends, honoraria, waived registration fees, or room and board at Yearly Meeting events. These individuals are not employees of the Yearly Meeting and are not eligible for benefits. The Treasurer will provide the Personnel Committee with an annual report, at the end of each fiscal year, of individuals who received such compensation during the year, and the type and amounts.

3. FRIENDS CAMP STAFF

Under our current configuration, the Friends Camp in China, Maine is operated as a separate enterprise, with its own personnel policy and operating policies. With the exception of the Camp Director, the staff of Friends Camp are covered under a separate personnel policy approved by the Camp Committee and guided by the NEYM Personnel Manual.

C. PERSONNEL COMMITTEE

1. STRUCTURE AND REPORTING

The Personnel Committee has six to nine members who serve staggered three-year terms. The Personnel Committee chooses a clerk from among its members.

The Permanent Board appoints the Personnel Committee on the recommendation of its Internal Nominating Committee. In making appointments to the Personnel Committee, the Permanent Board considers interest and experience in personnel matters and experience in other parts of Yearly Meeting, such as Permanent Board, Coordinating and Advisory Committee, and other committees having contact with Yearly Meeting employees. In addition, the Clerk of Permanent Board, the YM Secretary, the Supervisor of the YM Secretary, and the Yearly Meeting Treasurer serve as *ex officio* members of the Personnel Committee, and the Clerk of the Personnel Committee serves as an *ex officio* member of the Permanent Board.

The Personnel Committee reports to Permanent Board. The Personnel Committee recommends new personnel policies and any changes to current personnel policy for approval by Permanent Board. The YM Secretary is responsible for administering the Personnel Policies. The authority of the Personnel Committee is limited to that granted to it by the Permanent Board, including but not limited to that stated in the Personnel Policy Manual.

2. RESPONSIBILITIES

The Personnel Committee develops policy governing employment of the paid staff of NEYM. It advises the YM Secretary and assists the YM Secretary in responding to concerns of employees. When necessary, it hears grievances from staff and assists with conflict resolution.

The Personnel Committee:

- a. reviews on a regular basis personnel practices, policies, and staffing structure; develops personnel policies for approval by Permanent Board; and documents them and maintains them as a manual;
- b. receives and reviews the job description for the YM Secretary, developed by C&A, and forwards to Permanent Board for approval;
- c. reviews and approves job descriptions for program and administrative Yearly Meeting staff;
- d. reviews, and forwards to Permanent Board for approval, the job description for

- Camp Director developed by the Camp Committee;
- e. makes recommendations on salary ranges, benefits, benefits policy, and other compensation for all staff;
- f. acts to resolve differences, or facilitate the relationship between the YM Secretary, supervisors and employees, either upon its own initiative or upon request;
- g. receives and reviews reports on personnel matters from the YM Secretary, including performance appraisals and recommended changes in job descriptions;
- h. ensures that an annual performance appraisal for all Regular staff takes place; and
- i. annually receives the performance appraisals from C&A for the YM Secretary and from the Camp Committee for the Camp Director.

D. STAFF SUPERVISION

1. YM SECRETARY

The YM Secretary will be supervised by a qualified Friend appointed by Permanent Board through its Internal Nominating Committee process for a renewable three-year term. We expect the Supervisor to the YM Secretary will have significant experience and a level of skill as a supervisor to leadership, as well as strong connections to the Yearly Meeting. The Supervisor will serve as a full member of both C&A and the Personnel Committees and will thereby serve as a liaison between these two committees. The YM Secretary will participate in an annual performance appraisal by C&A.

2. FRIENDS CAMP DIRECTOR

The Camp Director will be supervised by the Camp Director Supervisor. This person is appointed by the Friends Camp Committee and will be a member of the Camp Committee. The Supervisor will have regular supervision meetings with the Camp Director. He/she will also direct the Camp Director's annual performance appraisal process.

3. ADMINISTRATIVE AND PROGRAM STAFF

All Administrative and Program staff members shall be supervised by the YM Secretary. For each Administrative and Program staff member, the YM Secretary will:

- a. review and update the job description for Personnel Committee's approval;
- b. generate and sign an initial appointment letter with the employee (Appendix A);
- c. interpret Yearly Meeting policy to the employee;
- d. develop a work plan and annual goals with the employee;
- e. meet regularly with the employee;
- f. conduct performance appraisals;
- g. advise Personnel Committee on fair compensation for the employee;
- h. authorize reimbursement of expenses;
- i. pre-authorize substantial work-related travel and conference attendance or other significant work-related expenses; and
- j. plan for/ ensure provision for relevant and ongoing professional development.

III. SEARCH PROCESS, EMPLOYMENT, AND TERMS OF EMPLOYMENT

A. RECRUITMENT, APPOINTMENT AND REAPPOINTMENT

1. APPOINTING AUTHORITY AND CONFIRMATION

NEYM appoints the YM Secretary and the Camp Director upon recommendation of the Permanent Board. If necessary, the Permanent Board has authority to appoint these positions between Yearly Meeting Sessions. Other staff positions budgeted by the Yearly Meeting will be hired by the YM Secretary in consultation with the Personnel Committee and with input from relevant committees.

2. NON-DISCRIMINATION

NEYM will not discriminate in appointment of employees on the basis of race, ethnicity, age, gender, sexual orientation, gender identity, disability, national origin or religion; however, all other qualifications being reasonably equal, preference may always be given to members of the Religious Society of Friends.

3. BASIS OF CONSIDERATION

The initial consideration of applicants will be based on a letter of interest and current resume demonstrating qualifications that fulfill the written job description.

4. ANNOUNCEMENT OF POSITION AVAILABILITY

All current employees will be notified of any vacant position by formal or informal announcement and advertisement.

5. SEARCH PROCESS

A. When the YM Secretary or Camp Director position becomes vacant, or is expected to become vacant soon, the Permanent Board shall appoint a Search Committee of not fewer than 5 nor more than 7 members, including at least one member of the Personnel Committee. This latter person shall take responsibility for insuring good search process and communication with candidates (see Appendix – Search Procedures).

In the case of the YM Secretary, C&A should consider whether the appointment of an interim Secretary would be the more worthy option. If in agreement to move forward with a permanent appointment, C&A shall recommend the members of the search committee for approval by the Permanent Board. Efforts should be made to select a group that reflects the diversity of NEYM and includes members with significant experience relevant to a search for executive leadership. The Search Committee shall bring a recommendation on a single candidate. The Permanent Board shall, in turn, recommend a candidate to Yearly Meeting in its annual Sessions.

In the case of the Camp Director, the Friends Camp Committee Clerk will also be involved in appointing the Search Committee. One member of the committee should have professional experience in the hiring process. This person shall take responsibility for insuring good search process and communication with candidates (see Appendix – Search Procedures).

In some cases an acting Camp Director may be needed to manage Friends Camp because of sabbatical, illness, maternity/paternity leave, or termination. In such a case the Camp Committee Clerk, the Clerk of Permanent Board, and the YM Secretary will meet to select an acting Camp Director until a permanent Camp Director is hired and approved. The appointment of an acting Camp Director will be approved by the Permanent Board.

B. For filling an Administrative and Program staff vacancy the YM Secretary will conduct a search and administer the hiring process, in consultation with the Personnel Committee and with the input of relevant staff and committees, with the goal of finding the best candidate for the position in a timely manner.

6. APPOINTMENT LETTER

Upon notification of an appointment:

The Personnel Committee Clerk will prepare an Appointment Letter for the YM Secretary (see sample in Appendix A). The Clerk of the Permanent Board and the YM Secretary will sign the Appointment Letter.

The Personnel Committee Clerk will prepare an Appointment Letter for the Camp Director (see sample in Appendix A). The Clerk of the Camp Committee, the Clerk of Permanent Board and the Camp Director will sign the Camp Director Appointment Letter.

The originals of these documents and the Employee Information Forms (see Appendix B) are filed in the employee's permanent personnel file, with copies provided to the Clerk of Permanent Board and the Treasurer. The YM Secretary shall ensure these documents are distributed and filed.

Administrative and Program staff who are Regular employees will receive an appointment letter prepared by the YM Secretary. The appointment letter will include the initial rate of pay and will enumerate any benefits that are available to the staff member. A copy of this letter will be filed in the employee's personnel file by the YM Secretary.

All NEYM staff will receive a letter at the beginning of each fiscal year detailing any changes in salary or benefits.

Temporary employees will receive a letter of employment that lists projects, rate of pay and the timeframe of their hire.

Contractors will receive a Statement of Work that describes the work they are accountable for, their rate of pay, as well as appropriate milestones and deliverables and estimated completion date.

7. ORIENTATION FOLLOWING APPOINTMENT

Following appointment, new employees shall be given orientation to the Yearly Meeting, its personnel practices, and their own working arrangements. The YM Secretary, or designee in the YM Secretary's absence, shall at the earliest convenient time: provide a copy of this Manual; assist the new employee in filling out the Employee Information Record and government forms consistent with Yearly Meeting policies (see Appendix Minutes Regarding Staff); assist in processing of required forms for salary withholding and benefit choices and registrations; and provide a briefing on office space, facilities, procedures, and work hours. All regular employees will be given a copy of the current edition of "Faith and Practice of New England Yearly Meeting" and are expected to familiarize themselves thoroughly with the beliefs, testimonies, and practices expressed therein.

B. JOB DESCRIPTIONS

There shall be written job descriptions for all employees. Current job descriptions for all staff are

attached to this manual.

The Personnel Committee shall periodically, but no less than every three years, review and revise job descriptions. Substantial revisions to YM Secretary and Camp Director job descriptions must be submitted to Permanent Board for approval.

Job descriptions for NEYM Administrative and Program Staff will be written by the YM Secretary in consultation with the Personnel Committee and will be approved by the Personnel Committee. Final versions are filed in the personnel file of the employee.

C. WORK HOURS

1. FULL-TIME AND PART-TIME EMPLOYEES

A Regular Full-time employee is defined as one who works an average of 40 hours a week for 52 weeks a year allowing for specified vacation time, holiday time and leave time. Regular Part-time employees work some fraction of a 40-hour week for 52 weeks during the year. Temporary employees may work up to 40 hours per week but generally on a short-term basis.

2. OVERLOADS

The workload in NEYM is unevenly distributed throughout the year. If an overload condition persists, the situation should be discussed with the supervisor. If the problem continues, the supervisor shall report the situation to the Personnel Committee and alternative methods for addressing the overload will be developed. Recurrent periods of persistent overload indicate that the job description needs to be revised or that there is a mismatch between the employee's abilities and the demands of the job.

3. SESSIONS ATTENDANCE, WEEKEND WORK

Attendance at Yearly Meeting Sessions is mandatory for regular full-time staff members. (Usually the Camp Director's attendance is limited.) Attendance at committee meetings is expected if scheduled in the employee's work plan. Much of the workload of some positions falls on weekends; however, no employee should work more than three weekends a month, especially if travel is involved. Any absence not related to work should be cleared in advance with the supervisor.

4. COMPENSATORY TIME

When the necessities of work require more than 40 work hours in any one week, compensatory time off shall be taken as soon as feasible by an exempt employee to provide rest and relief. Compensatory time shall not be saved and added to future vacations or sabbaticals. Compensatory time may not be carried over beyond two weeks of its accrual.

5. OFFICE HOURS AND TELEPHONE AVAILABILITY

Office hours and telephone availability will be established on an individual basis and approved by the supervisor. Each employee's office hours and availability shall be conveyed to all major constituencies. Due to the nature of the work and the regional nature of the Yearly Meeting, many employees will work substantially away from the YM office. We must ensure that this is a satisfactory arrangement for both the employee and the Yearly Meeting.

6. NON-EXEMPT EMPLOYEES (FAIR LABOR STANDARDS ACT CLASSIFICATIONS.)

Employees who are not salaried will be paid time-and-a-half for any hours worked beyond 40 hours in any week.

D. PERFORMANCE APPRAISALS

Annually, the job performance of Regular Full-time and Regular Part-time employees shall be appraised. The YM Secretary (and the C&A Committee in the case of the review of the YM Secretary; the Camp Committee in the case of the Camp Director) oversees the specific calendar of events, taking into account the work plan of the individual employee. (See Procedures section for additional information.)

1. PHASE ONE

Early in the employment year each employee and his/her supervisor will jointly establish a work plan for the year, including priorities and performance objectives. Through the employment year, the supervisor compares implementation of the plan and the attainment of the priorities and objectives with the written activity reports provided by the employee, offering appropriate support, guidance, and coaching as needed.

2. PHASE TWO

The performance review appraisal of the YM Secretary and the Camp Director must be completed prior to Sessions; appraisals of all other employees may be completed between the end of Sessions and the conclusion of the fiscal year. The job performance of the employee is appraised in the Light, and the sense found in this meeting is minuted and sent to the Personnel Committee. In the case of the YM Secretary the letter originates from the C&A Committee and in the case of the Camp Director, the Friends Camp Committee. This confidential letter constitutes the formal Performance Appraisal, which is part of the employee's permanent file. Should the staff member be unable to unite with the sense of the appraisal, he or she may write a second letter that will be attached to the Performance Appraisal.

Administrative and Program-level staff who are Regular Full-time or Regular Part-time will receive an evaluation from their supervisor on an annual basis, generally during the late spring or summer. The process will include a self-evaluation, a meeting with the supervisor, and a written report that will be forwarded to the Personnel Committee and then filed in the staff member's personnel file. If there is a major discrepancy between the self-evaluation and the Supervisor's findings, the staff member may send a statement to the Clerk of the Personnel Committee who will attempt to resolve outstanding issues.

E. TERMINATION OF EMPLOYMENT

Termination of employment may be through an employee's resignation, by dismissal for cause, or due to the elimination of the position. Upon termination, employees shall be responsible for the dispensation of any retirement assets they have accrued during their term of employment.

1. RESIGNATION

An employee is free to resign during an appointment period; it is hoped that due consideration of the needs of the Yearly Meeting will be taken into account. A minimum of 30 days' notice is expected. When possible, the timing of termination should be planned by the employee and the supervisor. Notice of resignation should be given in writing to the YM Secretary. The YM

Secretary will in turn inform the clerks of Permanent Board and Personnel Committee as soon as possible. Any resigning employee shall receive payment for any accumulated vacation time.

2. DISMISSAL

Dismissal shall be for unprofessional, negligent or inappropriate behavior, or when, in the judgment of the supervisor, or the Permanent Board Clerk in the case of managerial-level staff, the staff member is persistently found not to be adequately meeting the requirements of the job description. Supervisors will consult with the clerk of Personnel Committee prior to communicating any intention of dismissal to the employee. The reasons for any dismissal shall be provided in writing. Notice of dismissal shall be in the form of a letter from the supervisor to the employee, with a copy to the clerk of the Personnel Committee, stating the reasons for action. Any dismissed employee shall receive payment for any accumulated vacation time.

A staff member may appeal a dismissal. In the case of an Administrative and Program-level staff member, written appeal should be sent to the Clerk of the Personnel Committee, who will discuss any action with the Committee after investigating the situation. In the case of a Managerial-level staff member, written appeal should be sent to the Clerk of Personnel Committee and the Clerk of Permanent Board.

3. ELIMINATION OF POSITION

The Yearly Meeting may eliminate a position due to changes in the NEYM budget or the restructuring of staff positions. In this case, the employee holding that position will be laid off. In the case of a layoff, the employee shall receive at least one month's notice. Employees being laid off shall receive payment for any accumulated vacation time.

4. MID-YEAR CHANGE IN STAFFING

In the event of mid-year changes in staffing caused by the resignation or dismissal of an employee, the supervisor may rehire to fill the vacancy within the limits of funds remaining in the fiscal year budget. However; a new structure or a different way to get the work done may be envisioned by the supervisor, in which case there should be consultations with the Personnel Committee clerk. Transfers of allocations between Yearly Meeting budget lines to accommodate mid-year changes in staffing shall be jointly approved by the Personnel Committee clerk, Finance Committee clerk and the clerk of Permanent Board and will be reported to Permanent Board. Any increase in funding level must be approved according to Yearly Meeting procedures.

F. CONFLICT RESOLUTION

Differences that persist between employees shall first be addressed with their direct supervisors, and subsequently by the YM Secretary. If the conflict cannot be resolved by these steps, the employee may request a review by the Personnel Committee.

G. RECORDS AND PERMANENT FILES

Each supervisor is responsible for maintaining appropriate records on an employee's work history and evaluations as well as records of vacation time accrued and used.

Employees are encouraged to keep daily records of their work, principally for their own use. Such

daily records can be used in preparation of regular written staff reports, which shall be filed with the employee's permanent records.

All employees' permanent personnel files shall be maintained at the Yearly Meeting Office. Administration of the files is the responsibility of YM Secretary. Elements of the file include an employee's application for employment, employee information form, approved job description, benefit election forms, regular written staff reports, records of vacation time accrued and used, annual reviews, employment letters and other materials or correspondence pertinent to an employee's record of employment. All materials in the personnel file will be signed and dated by the employee. The employee will be notified by the YM Secretary whenever any new document will be added to that employee's personnel file.

IV. COMPENSATION

A. SALARY RANGE

The Yearly Meeting desires to pay salaries commensurate with job responsibilities, experience and performance. The Personnel Committee establishes a salary range for Managerial-level staff positions in consultation with the Permanent Board and the Finance Committee. The range is reviewed each year and salaries are adjusted by the amount of any cost of living adjustments (COLA).

Salaries and wages for Administrative and Program staff will be based on recommendations of the YM Secretary made to the Personnel Committee, and by that Committee's work on the "NEYM Staff" section of the Yearly Meeting budget in consultation with the Finance Committee.

B. COST OF LIVING ADJUSTMENT

The Yearly Meeting strives to provide annual cost-of-living adjustments (COLA) to the salaries paid to its employees. The COLA is based on the Consumer Price Index – All Urban Consumers (CPI-U) for the Boston area as published by the U.S. Bureau of Labor Statistics. January to January figures are used to determine the percentage increase.

C. MERIT INCREASES

Salary merit increases will also be considered by the Personnel Committee on an annual basis. The factors influencing merit increase recommendations are performance appraisals, experience, and the resources of the Yearly Meeting.

D. COMPENSATION PROCEDURES

1. NEW HIRE: MANAGERIAL-LEVEL

The Search Committee informs candidates of the pay range in the search process. The salary is negotiated between the clerk of Permanent Board and the approved candidate within the established range and is reported to and approved by Permanent Board.

2. NEW HIRE: ADMINISTRATIVE AND PROGRAM-LEVEL

The supervisor sets the starting pay within the budgeted amount.

3. CONTINUING STAFF

Salary and benefits are established as part of the Yearly Meeting's budget process. Thus, adjusting salary and benefits is an annual process that begins in the early winter. In January or early February, staff members are invited to meet with their supervisor regarding salary and benefit issues. Supervisors are in turn invited to correspond or meet with the Personnel Committee regarding the salary and benefits issues of their employees. Personnel Committee forwards its recommendations regarding overall percentage increases for cost of living adjustments and merit raises to the Staff, Finance Committee, and Permanent Board in time for consideration at Finance Committee's mid-winter meeting. There will be further consultation between the Personnel and Finance Committees prior to Finance Committee's presentation of the entire budget to Permanent Board in the spring. Final approval of compensation, benefits, and expense budgets rests with the Yearly Meeting.

E. PAYDAY

Salaries are paid on a monthly basis, generally on the 15th day of the month. Employees who are not salaried are paid on a bi-weekly basis following procedures set by the Treasurer.

F. PAYROLL DEDUCTIONS

All payments are made subject to deduction of appropriate withholdings in accordance with prevailing U.S. and state regulations, including Social Security and Medicare; however, the Yearly Meeting will not withhold Social Security or Medicare tax for employees who are classified as ministers.

V. REGULATED OR DEFINED BENEFITS

A. EMPLOYER'S COSTS

1. SOCIAL SECURITY AND MEDICARE

The Yearly Meeting will pay the employer's share of Social Security and Medicare taxes for all employees. Employees considered ministers by the Yearly Meeting are classified, for tax purposes, as independent contractors according to IRS regulations. Therefore, the Yearly Meeting does not contribute Social Security or Medicare (FICA) taxes in this instance.

2. WORKER'S COMPENSATION

The Yearly Meeting shall provide worker's compensation insurance, as required by state law.

3. UNEMPLOYMENT COMPENSATION

Given its status as a church, NEYM is not legally required to pay unemployment insurance. The Yearly Meeting has elected not to do so and employees are not eligible to collect it.

B. DEFINED EMPLOYEE BENEFITS

1. HEALTH INSURANCE

Regular employees shall have access to reliable health insurance while serving as employees of the Yearly Meeting. New England Yearly Meeting is a participant with other Friends

organizations in the Friends Mutual Health Group (FMHG) administered by Everance. Employees are eligible to participate in this group coverage; those not already covered by medical insurance from another source are expected to elect this or other acceptable coverage. An employee who has adequate medical coverage from another source (such as a spouse's employment) may state in writing that coverage from NEYM is not desired and will not receive this benefit. If an employee elects to receive coverage from NEYM, the benefit will cover a percentage of the individual, dual, or family plan premium as negotiated with FMHG. Regular Part-Time employees who work at least 30 hours per week shall have access to a pro-rated health insurance benefit.

2. RETIREMENT

NEYM provides an employer retirement plan for each Regular employee who works at least 20 hours per week. The employer contribution is 10% of the employee's salary. In addition, any employee may contribute monies into a supplemental retirement account so long as the annual contribution is at least \$200. For details, please refer to documents defining the NEYM Retirement Plan held by the Treasurer.

3. HEALTH CARE AND DEPENDENT CARE REIMBURSEMENT

A Regular employee who works at least 17 ½ hours per week may elect a reduction in his or her cash compensation in order to obtain pre-tax reimbursement for medical, dental and dependent care expenses. An employee is eligible for this benefit after six months of employment. See the booklet entitled "New England Yearly Meeting Section 125 Documents," published separately, for details of this plan.

4. DISABILITY INSURANCE

NEYM provides disability insurance for all employees who work 30 or more hours per week and are younger than 64 years and 8 months. New employees are eligible immediately, but there is a two-year pre-existing condition exclusion. Information regarding current disability insurance benefits is available from the YM Secretary.

VI. GENERAL EMPLOYEE BENEFITS

A. VACATIONS

Regular Full-time employees are eligible for fifteen days paid vacation per year. The vacation schedule is to be worked out in consultation with the supervisor, and then reported to anyone who might be affected. Although vacation time is generally to be taken during the year of its accrual, it may be deferred and taken within the first four months of the following year. Vacation days may not be carried over beyond this period. The number of vacation days is pro-rated for regular part-time employees.

B. HOLIDAYS

Regular Full-time employees are entitled to ten paid holidays per year. The paid holidays are: New Year's Day, Martin Luther King's Birthday, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. When a required Yearly Meeting workshop or conference or other necessary work falls on a paid holiday, an employee shall be entitled to take a compensating day. This benefit is pro-rated for

Regular Part-time employees.

C. SPIRITUAL RETREATS

A healthy vocation of ministry requires attention to one's personal spiritual condition. Therefore, Full-time employees may request a spiritual retreat of up to three days per year at Yearly Meeting expense. Spiritual retreats are considered as working (not vacation) time. Employees may choose a longer and/or more expensive retreat than the budget will allow, with excess costs borne personally and excess time taken as vacation.

The supervisor approves the scheduling of retreats to maintain both spiritual nurture and good work flow; the supervisor also approves reimbursement of retreat and travel expenses within budgeted limits.

D. HEALTH AND PERSONAL LEAVES

1. HEALTH LEAVE

- a. Regular Full-time employees earn up to a maximum of 16 days a year, or one and 1/3 days (10 2/3 hours) for each full month's work, of Health/Personal Leave, which can be used for health leave in case of personal illness. Health/Personal Leave is pro-rated for Regular Part-Time employees.
- b. During the first three months of service, health leave can only be called on as earned. After that, an employee may draw in advance the leave for personal illness to be earned during the year.
- c. Employees are expected to notify their supervisor when they cannot work because of illness. Upon returning to work, an employee shall report the amount of health leave taken to the supervisor.
- d. The limit for accumulated health leave is the number of health leave days that an employee would accrue in two years.

2. PERSONAL LEAVE

- a. Up to ten days of the Health/Personal leave of a Regular Full-time employee can be used as personal leave as needed in any one year. (Regular Part- Time personal leave is pro-rated.)
- b. Personal leave is to be used to meet personal needs such as death or illness in the family, or other emergencies. Any time taken as personal leave must be approved by the employee's supervisor.
- c. Notice should be given as for vacation time or health leave, as appropriate.
- d. Personal leave time shall not be saved and added to future vacations or sabbaticals.

3. MATERNITY/PATERNITY/ADOPTION LEAVE

- a. An employee may take three months absence from work for maternity, paternity or adoption, of which six weeks will be paid leave. Vacation and health leave may be added to the six weeks. Fringe benefit coverage will continue for the full three months, in any case.
- b. Notice for maternity, paternity, or adoption leave should be given as for vacation time or health leave, as appropriate.

4. LEAVE OF ABSENCE WITHOUT PAY

- a. An employee may apply for a leave without pay for purposes that may include

study, service with another organization, and personal renewal. The employee will be required to pay for the full cost of benefits during this period.

- b. Approval of the supervisor and Personnel Committee shall be obtained and all arrangements made at least three months in advance.

5. JURY DUTY

- a. An employee called to jury duty will be given leave with full pay for the duration of required jury service. Any jury duty compensation an employee receives from the court shall be paid over to the Yearly Meeting.
- b. The supervisor should be notified appropriately.

6. SABBATICAL LEAVE

- a. After each seven years of service, all managerial-level employees are eligible to request a six-month sabbatical at half-pay with full benefits to provide an opportunity for personal or professional development. This can be taken as either a single six-month leave or as two three-month leaves in successive years.
- b. Approval of the supervisor and Personnel Committee shall be obtained and all arrangements made at least three months in advance.

E. REPORTING AND RECORD KEEPING OF STAFF SUPERVISED BY THE YEARLY MEETING SECRETARY

1. VACATION AND LEAVE

Staff shall coordinate with the Secretary any use of allowed vacation and leave time to ensure that provisions are made to maintain coverage and ensure the continuity of work. to assist with planning, staff intending to take vacation or leave time should inform the Secretary of their intention with as much advance notice as possible. Except in emergencies, due to programmatic constraints vacation and leave time may not be approved during certain periods (e.g. during Annual Sessions). Circumstances requiring absence from work beyond allowances for each position must be approved in advance by the YM Secretary, who will coordinate with the affected staff on a case-by-case basis.

Following consultation with the Secretary, covered staff should report use of vacation and leave time to the Office Manager, who maintains the master log to track this usage. to assist with coordination, time away from work should also be posted to the shared Staff Calendar.

2. COMPENSATORY TIME OFF

Use of compensatory time off (§III.C.4) shall be coordinated with the YM Secretary.

3. NON-EXEMPT EMPLOYEES

Part-time and Temporary employees paid on an hourly basis will submit signed timesheets to their supervisor on schedule as a basis for their pay.

VII. EXPENSES

A. BUDGETS

The budget for all staff costs is developed by the YM Secretary in consultation with the Personnel

Committee as part of the annual budget process.

B. REIMBURSEMENT

Reimbursements for approved expenses are made upon timely submission of documentation.

C. AUTOMOBILE EXPENSES

1. When an employee's automobile is used for Yearly Meeting business travel, the expense will be reimbursed on the basis of miles traveled. Any expense related to traveling from home to the Yearly Meeting office is not reimbursable.
2. Mileage reimbursement is at the current rate for business use set by the Internal Revenue Service. At the beginning of each calendar year, the Yearly Meeting Secretary shall inform all employees of the rate, and this rate is posted on the NEYM website.
3. Toll expenses will be reimbursed upon submission of receipts.

D. OTHER EXPENSES

Other reimbursable expenses consist of meals, lodging, and other living expenses incurred on approved overnight trips, and other miscellaneous approved expenses.

E. CONFERENCES

Fees for attendance at Yearly Meeting sessions are covered in the Sessions budget for all employees required to attend Sessions. Expenses for other work-related conferences will be reimbursed as above; however, participation in the conference must be part of the work plan approved by the supervisor and must be within the limitations of the expense budget.

F. CREDIT CARD USE

Any use of credit cards issued to staff is expected to conform to all policies for expenditures, including approvals prior to making expenditures. Documentation for credit card purchases must be submitted within one month to allow for all charges to be verified in the timely manner.

VIII. PROFESSIONAL EXPECTATIONS

A. CHILD SAFETY

Note: This section is under review by the Personnel Committee and revised text will be submitted to Permanent Board for approval at a later date. The current language without change will remain our policy in the interim.

Youth programs for New England Yearly Meeting are called to build a Quaker spiritual community of joy, love and affirmation for our children and staff. We create God's peaceable world through worship, shared work, play and song, fostering safe trusting relationships between generations. This deep respect for each person allows us to be our true selves and develop our spiritual lives. In this community, our children grow, knowing that God is there to be found and experienced.

SCREENING

Individuals being considered for staff positions within the Yearly Meeting whose primary function is for programs for children and youth will be expected to provide information for a personal background check before the hiring process can be completed.

EXPECTATIONS

Staff in NEYM have been given a sacred trust – to help the youth and children of NEYM grow in the Spirit, and to grow safely. They will follow guidelines and policies of the Yearly Meeting and will work with the appropriate committees promulgating and administering policies to advance an environment of trust and safety. In light of this responsibility, staff are called on to meet specific expectations in their work with children:

1) Appropriate interpersonal boundaries – Adults should model respectful and nurturing behavior – youth will follow their lead. Adults should be attentive to appropriate dress, use of language, and demonstrations of affection and encouragement. Adults should never intentionally engage in contact with the “bathing suit” area of a child/youth's body.

Whenever questions arise about appropriate expressions of affection, youth workers are reminded that they are the adults, and they have the responsibility to behave maturely. All persons have different comfort levels with touch, and youth workers should be sensitive to each individual's boundaries.

2) There should be no sexualized behavior – Teasing and joking with sexual overtones and content is not acceptable. A frank and sensitive addressing of issues of gender and sexuality, particularly with the junior high and high school-age youth, is an important part of any youth program, but staff should be mindful of the context of their comments and behavior.

3) “Friendship” with youth – Staff can serve as important mentors and guides for youth, and in this way might be seen as friends to individual youth. But staff are counseled that the Friends programs are to serve the children and youth, and not the needs of the workers. A youth worker that “needs” young friends may present boundary problems for both youth and children and other staff. Any relationship with youth and children outside of the program should be undertaken only with the knowledge and consent of the youth or child's parent or guardian, and supervisory staff should be made aware of those activities.

4) Staff are responsible not only for children and youth, but to their families and NEYM as well. Staff that suspect that a child or youth is a victim of abuse or neglect, is suicidal, or has a serious drug problem, must not keep such information to themselves. For this reason, children should not be given the impression that secrets will be kept. For the most part, a covenant of confidentiality will mean that information shared will not be repeated. However, when the information is of

a crisis nature, staff should encourage the child or youth to seek help from a parent or other authority figure. In addition, staff **MUST** consult with a person of greater authority in the program about an appropriate course of action.

REPORTING AND RESPONDING

Should any staff person suspect that abuse or neglect has occurred, they will immediately report it to the program coordinator. The program coordinator will report to the appropriate legal authorities, according to the mandate policy of the particular state they are in. (Be aware that some states require reporting within 24 hours.)

If reporting to the youth coordinator is not feasible or advisable, the staff person should report to the Religious Education Secretary, the YM Secretary or the Clerk of Permanent Board, in that order.

B. HARASSMENT

Harassment of any kind is not acceptable behavior at the New England Yearly Meeting (NEYM). It is inconsistent with our testimonies and does not support the work environment we hope to create for our employees. Complaints of harassment by a NEYM staff member will be dealt with quickly and may lead to sanctions up to and including termination of employment of the offending party if they are an employee. Complaints of harassment perpetrated by other members of our community will initiate a process designed to protect our staff from such behaviors.

Harassment is any conduct, verbal, electronic, or physical, that has the intent or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, hostile, or offensive work environment. Harassment on the basis of race, color, sex, disability, religion, national origin, sexual orientation, gender identity, veteran's status, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. (Please see section VIII C. Sexual Harassment for the NEYM policy regarding sexual harassment in particular.)

Retaliation against an individual who has complained about harassment, and retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated by the Yearly Meeting.

The Yearly Meeting is committed to stopping harassment and associated retaliatory behavior. All NEYM supervisors have a responsibility to act to stop harassment in the areas under their supervision. Any NEYM staff member who feels harassed is encouraged to seek assistance and resolution of the complaint. The Yearly Meeting's procedures for dealing with harassment complaints are intended to protect the rights of both complainant and respondent, to protect privacy, and to prevent supervisor or other retaliation.

COMPLAINTS OF HARASSMENT

If any of our employees believes that s/he has been subjected to harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally. An employee may file a complaint by contacting the Yearly Meeting (YM) Secretary, or in the case of a complaint concerning the Yearly Meeting Secretary, by contacting the Clerk of Permanent Board.

HARASSMENT INVESTIGATION

When the Yearly Meeting Secretary or the Clerk of Permanent Board receives a complaint, he/she will ask the clerk of the Personnel Committee or the Yearly Meeting Secretary, whomever is most appropriate, to promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint, with any witnesses, and with the person or persons alleged to have committed the harassment. When the investigation is completed, the investigator will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. He/she will also make a report to the clerk of the Personnel Committee and to the clerk of the Permanent Board.

If it is determined that inappropriate conduct has occurred, the Yearly Meeting will act promptly to eliminate the offending conduct, and where it is appropriate, will impose disciplinary action.

DISCIPLINARY ACTIONS

If it is determined that inappropriate conduct has been committed by an NEYM employee, the Yearly Meeting will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

If the inappropriate conduct has been committed by a member of the Yearly Meeting community who is not an employee of the Yearly Meeting, the YM Secretary may wish to involve the members of the Coordinating and Advisory Committee or the clerk of a particular committee in the process of addressing the offending conduct and taking necessary actions.

If the inappropriate conduct has been committed by someone who is not a member of the Yearly Meeting community, the YM Secretary will be available as a resource for determining the appropriate response.

STATE AND FEDERAL REMEDIES

In addition to the above, if an employee believes they have been subjected to harassment, they may file a formal complaint with any of the government agencies listed below. Using the Yearly Meeting's complaint process does not prohibit an employee from filing a complaint with these agencies. Please note that each of the agencies below may have a short time period for filing a claim (EEOC – 300 days; MCAD – 6 months, for instance).

The United States Equal Employment Opportunity Commission (EEOC), John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, Phone: 1-800-669-4000.

The Massachusetts Commission against Discrimination (MCAD), Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108-1518, Phone: 617 994-6000.

Vermont Human Rights Commission, 135 State Street, Drawer 33, Montpelier, VT 05633-6301, Phone: 802 828-2480.

Maine Human Rights Commission, #51 State House Station Augusta, ME 04333, Phone: 207.624.6290.

Rhode Island State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908-5865, Phone: 401 222-3090.

New Hampshire Commission for Human Rights, 2 Chenell Drive, Concord, NH 03301-8501, Phone: 603 271-2767.

Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street Hartford, CT 06106, Phone: 860 541-3400.

C. SEXUAL HARASSMENT

Each New England state has passed a specific law prohibiting sexual harassment. While varying on specific employee notification and training requirements, each does require employers to notify employees of the illegality of sexual harassment and to include a procedure for reporting sexual harassment.

It is the goal of New England Yearly Meeting to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated by the Yearly Meeting. This policy provides a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because New England Yearly Meeting takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary or legal action where appropriate.

DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal, electronic, or physical conduct of a sexual nature when: submission to or rejection of such advances, request, or conduct is made either explicitly or implicitly as a term or condition of employment or as a basis for employment decisions; or, such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, humiliating or sexually offensive work environment. For the purposes of this policy, we will use this definition for the discussion of sexual harassment in all the states in which NEYM operates.

Under this definition of sexual harassment, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to workers may also

constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment – depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness: unwelcome sexual advances – whether they involve physical touching or not; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body; comment about an individual’s sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one’s sexual experiences; and discussion of one sexual activities.

COMPLAINTS OF SEXUAL HARASSMENT

If any of our employees believes that s/he has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

The process for filing a complaint, the investigation of the complaint, and the possible disciplinary actions that might be taken are the same as those in the previous section, VIII B. Harassment.

IX. PROVISIONS FOR REVISION

This Policy Manual is not to be considered a contract as elements of it may be changed at any time by action of the Personnel Committee and approval of the Permanent Board. One cannot assume that older versions of policies have precedence; if “grandfather” provisions are created they will be specifically noted. The employment letter should be referred to for specific information.

Suggestions for changes in or additions to the Personnel Policies Manual may originate with employees or the Personnel Committee. After discussion, the Personnel Committee presents proposed changes to the Permanent Board for its approval.

The appendices and attachments are included as a guide for the Personnel Committee and others in implementing the policies detailed in the manual. These can be changed by action of the Personnel Committee unless otherwise restricted in the manual.