

*KANSAS-OKLAHOMA
CONFERENCE UCC
HUMAN RESOURCES POLICIES*

Prepared & Presented by *The Personnel Committee* for Approval: March 2009

Approved by K-O Conference UCC Council: May 9, 2009

By-Laws of Kansas-Oklahoma Conference:

Section 2 The Administrative Commission

(d) *The Personnel Committee* shall implement and enforce the personnel administration provisions of the Kansas-Oklahoma Conference, and ensure that the employment, supervision, development, recognition, and separation of all Kansas-Oklahoma Conference employees are fair, uniform, and within the policies and guidelines of the Conference Council of the Kansas-Oklahoma Conference.

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1. INTRODUCTION

All members of the Kansas-Oklahoma Conference are engaged in mutual ministry through which we affirm our oneness in Christ and recognize a spiritual interdependence with each other. Guidance in how we enact our mutual ministry is provided in the Human Resources Policy Manual.

2. PREAMBLE

The purpose of this Human Resources Policy Manual is to provide the Conference Minister, the Personnel Committee, and members of the Kansas-Oklahoma Conference Council with a uniform set of standards for addressing volunteer, contract, and employee-related issues of the Kansas-Oklahoma Conference UCC. The manual's three sections contain the official statement of workplace policies and procedures for the Conference.

Exceptions to policies described in A:1.a)ii) (*employment of relatives*) and/or 6.a)i) (*rates & wages*) for Volunteers and Seasonal Workers hired to provide services for White Memorial Camp, must be approved by the Conference Council.

NO POLICY OR PROVISION IN THIS MANUAL IS INTENDED TO CREATE A CONTRACT BINDING THE EMPLOYEE OR THE EMPLOYER TO AN AGREEMENT OF EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME. A WORKER'S EMPLOYMENT CAN BE TERMINATED BY EITHER THE EMPLOYEE OR THE EMPLOYER AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE. ANY CONTRACT OTHER THAN "AT WILL" MUST BE APPROVED BY THE CONFERENCE PERSONNEL COMMITTEE PRIOR TO EXECUTION.

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3. ADMINISTRATION OF HUMAN RESOURCES POLICIES

- a) These policies have been prepared by the Personnel Committee and adopted and approved by the Conference Council. Changes or additions to the policies will be established using the same procedures. The policies are to be reviewed annually by the Personnel Committee.
- b) The Conference Minister will administer the policies on behalf of the Conference Council. The Conference Minister will be the chief administrative officer of the Conference Staff and is responsible for keeping personnel files and tracking all benefits including the use of vacation and other leave.

NOTE: Wherever used in these policies, Conference Minister is either the Conference Minister or anyone assigned to carry out the responsibilities of the Conference Minister as delegated by Conference Council.

- c) No exceptions to provisions of the Human Resource Policies will be authorized without the prior approval of the Conference Minister and the Personnel Committee of the Conference.
- d) In matters pertaining to the Conference Minister, and other Called Personnel, the chairpersons of the Conference Council and the Personnel Committee will act and, when appropriate, will consult with the President of the United Church of Christ.
- e) The Personnel Committee, in consultation with the Conference Minister, will develop and review all job descriptions and recommend appropriate compensation and benefits.
- f) Selection, hiring, retention, termination, or re-nomination of all Employees must be agreed upon by the Conference Minister and the Personnel Committee. Regarding these types of actions for the Conference Minister, Conference Policies along with any National United Church of Christ policy will apply.

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A: EMPLOYEE

1. SELECTION AND HIRING

Introduction

The goal of the Kansas-Oklahoma Conference recruitment policy is to recruit and select the best candidate for every position while maintaining a diverse and inclusive workforce. The Conference is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, veteran's status or any other basis protected by applicable discrimination laws.

- a) Employment of Conference Members or Relatives
 - i) To avoid an actual conflict of interest or the appearance of a conflict of interest, persons applying for regular full-time or part-time employment must be aware that, upon employment, they will be required to end any conference affiliated position(s) they may hold.
 - ii) The hiring of relatives is prohibited if the employment of such an individual would result in the creation of a supervisor/subordinate relationship between a relative and an employee.
- b) Reference and Background Checks
 - (i) Reference and background checks are designed to ensure the accuracy of information supplied by a candidate in an employment application, resume, or job interview. Any offer of employment with the Kansas-Oklahoma Conference will be contingent upon successful reference and background checks. All such checks will be conducted in compliance with federal and state nondiscrimination laws and the information supplied will be used in accordance with those laws.
 - (ii) All background checks will be paid for by the Conference. The results of all checks of Called Personnel and Regular Employees are to be sent directly to the Chair of the Personnel Committee. Should the findings of any check be significant, the Personnel Committee must take appropriate action, which can include recommendation to refuse to offer employment or to dismiss an employee.
 - (iii) A written release from the applicant and copies of such checks are to be filed in the employee's individual personnel file. (See General Release Form in Appendix)
- c) Verifying Employment Eligibility
 - i) The Conference does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge. At the same time, the Kansas-Oklahoma Conference is committed to meeting its obligations under federal immigration law. Accordingly, the Conference neither hires nor continues to employ individuals who are not legally authorized to work in the United States.

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ii) All new employees must:

- Complete and sign the employee's portion of Form I-9, Employment Eligibility Verification; and
- Present original documentation supporting their identity and employment eligibility.

iii) Employees must complete the employee section of Form I-9 on the day they begin work and provide the required supporting documentation within three business days of starting work.

Employees' failure to produce required documentation within allotted time periods is grounds for immediate separation from employment. Employment can be resumed only when the required documentation is furnished

iv) A copy of each employee's I-9 form is retained until three years after the employee's hiring date or one year after the employee's separation, whichever is later.

2. EMPLOYEE CONDUCT

a) Expected employee conduct.

To ensure both safe and efficient operations, the Kansas-Oklahoma Conference expects and requires all of its employees to display common courtesy and engage in safe and appropriate behavior on the job at all times. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior that violates this standard of appropriate behavior in the workplace.

b) Unacceptable provocation.

Racial or ethnic slurs, sexually harassing remarks, threats of violence, and any other provocative comments, language, or actions are not tolerated. Employees who make provocative comments or otherwise engage in provocative conduct towards co-workers or other individuals ordinarily are held at least equally culpable for any ensuing physical altercation, even if they do not strike the first blow or otherwise initiate a physical confrontation.

c) Off-duty and off-site conduct.

Employees are responsible for their conduct on United Church of Christ premises, whether they are on or off duty. The Conference's general rules of conduct and behavior expectations also apply when employees are traveling on Conference business, as well as any time employees are working for or are representing the Conference away from the premises.

d) Discipline.

The Conference Personnel Committee will promptly investigate any physical or verbal altercation, threats of violence, or other conduct by employees that threatens the health or safety of other employees or the public or otherwise might involve a breach of or departure from the conduct standards enunciated in this policy. All incidents of physical altercations are treated as gross misconduct and can result in disciplinary action, up to and including termination of employment. Pending the results of its investigation, the Conference can suspend employees who are the subject of investigations involving

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injuries, creating a significant risk of injury, or having a significant adverse impact on productivity, safety, or morale.

3. EMPLOYEE CLASSIFICATIONS

Purpose

Proper classification of employees is important to administering salaries, determining eligibility under Conference employee benefits plan, and complying with employment and tax laws.

Kansas-Oklahoma offers part-time, full-time, and temporary employment opportunities to meet a variety of staffing requirements and to accommodate employee needs and preferences. The Conference also uses agency temporaries and contract workers to respond flexibly to changing staffing requirements.

All employees—whether full time, part time, or temporary—are classified as exempt or nonexempt for overtime and minimum wage requirements.

a) Employee Classifications

Employee classifications are as follows:

- i) Full-time regular employees are employees hired to regularly work 37 1/2 or more hours each week. Full-time regular employees can be exempt or nonexempt (see below).
- ii) Part-time regular employees are employees hired to regularly work fewer than 37-1/2 hours, but at least twenty-five (25) hours per week. Part-time employees can be exempt or nonexempt. In general, employees who are regularly scheduled to work 25 or more hours per week are eligible to participate in Conference employee benefits programs adjusted on a pro-rata basis to account for the employees' reduced working hours (NOTE: See summary plan description or plan document for each benefit plan for specific eligibility information).
- iii) Temporary employees are part-time or full-time employees hired by the Conference to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a 12-month period, unless approved by the Personnel Committee. Temporary employees can be exempt or nonexempt and are not entitled to employee benefits.

NOTE: Temporary employees should not be confused with workers from temporary agencies. Temporary employees are on the Conference payroll for the duration of their assignments. Agency temporaries are employees of the temporary agency (see Contract Employees below).
- iv) Contract employees are employees of firms with which Kansas-Oklahoma Conference has contracted for services or self-employed individuals with which the Conference has contracted directly. Contract employees are not entitled to employee benefits.
- v) Seasonal workers hired to provide services for White Memorial Camp will be employed and managed by the Outdoor Ministries Committee. Any exceptions to the policies in the Conference HR Policy Manual for these seasonal workers will be submitted by the Outdoor Ministries Committee to the Conference Council for

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approval. All applicable legislative requirements regarding seasonal staff at White Memorial Church camp (e.g. work schedules, overtime) will be adhered to.
Exempt and Nonexempt Status

- b) Kansas-Oklahoma Conference classifies each employee or position as exempt or nonexempt:
 - i) Exempt employees are not subject to federal and state overtime requirements. An employee is exempt if determined to be an executive, administrative, or professional employee or outside sales representative as defined by the Fair Labor Standards Act.
 - ii) Nonexempt employees are entitled to overtime time pay of at least one-and-one-half times their regular rate for hours worked in excess of 40 in any workweek. Any employee who is not classified as exempt is nonexempt.
 - iii) Position Descriptions shall be written for all paid employees by the Conference Minister in consultation with the Personnel Committee. Employees' jobs also are reviewed for reclassification any time their weekly working hours or job descriptions are modified. All position descriptions will include classification and status.

4. PERSONNEL INFORMATION AND PRIVACY

Introduction

In collecting, maintaining, and disclosing personnel information, the Conference makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record.

While complying with its governmental reporting and recordkeeping requirements, Kansas-Oklahoma Conference strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion in accordance with the principles and procedures outlined below.

- a) Confidentiality of information.
 - i) Kansas-Oklahoma Conference treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.
 - ii) The Conference collects and retains only such personal information as it needs to effectively conduct business and administer its employment and benefit programs. The Conference takes all possible steps to make sure that all personal and job-related information about employees is accurate, complete, and relevant for its intended purpose.

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- b) Security and storage of personnel records
- i) All paper-based documents relating to the Conference personnel record system are kept in secure, locked files in the Conference Minister's office. These personnel files are accessible only to the Conference Minister and members of the Personnel Committee.
 - ii) All electronic based documents related to the Conference personnel record system are kept in secure folders on the Conference computer. The secure folders are accessible only to the Conference Minister, members of the Personnel Committee, and employees with a legitimate business need in order to carry out their responsibilities. A back-up of these secure folders will be made on a monthly basis and placed in a secure area.
 - iii) Personnel records include information directly related to business needs. For example:
 - hiring and employment data, ;
 - salary, insurance, and benefits information;
 - payroll withholding authorizations;
 - personnel action documentation;
 - performance appraisals;
 - discharge or separation reasons;
 - exit interviews; and
 - retirement records.
 - iv) All medical information relating to an employee is kept in the separate Medical Records System files. Access to these medical files is tightly controlled. Ordinarily, medical information about an employee is supplied only to the worker's designated physician in accordance with the worker's written specific request.
 - v) Employees also are granted access to their personnel file and records in the presence of the Conference Minister or one or more members of the Personnel Committee. Under no circumstances will an employee be allowed to remove or copy anything from the employee's personnel file. If an individual with an authorized need to know requires copies of the information in an employee's personnel file, the Personnel Committee makes these copies available on written request.

NOTE: The Kansas-Oklahoma Conference retains documents in accordance with record retention requirements under federal and state law. After the expiration of the applicable retention period, the records are destroyed. Consequently, certain historical documents might not be available for review.

5. WORK SCHEDULES

- a) Regular Workweek
- i) Full-time Regular exempt employees
 - The normal workweek is defined by position description duties/responsibilities, within which the Kansas-Oklahoma Conference provides and encourages at least one (1) day of rest each week. Each exempt employee is expected to allow one (1) unscheduled weekend per

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month. Further, except for several regularly scheduled meetings, exempt employees will not be gone for more than eight nights as an average per month, nor three (3) consecutive days and night at one time.

- Regular exempt employees are not available as supply preachers except in emergency cases, e.g. death or sudden illness. When exempt employees do participate in leading worship, it is expected that the local pastor will be present. No fee is expected for Conference Exempt personnel services, and any financial remuneration given will be credited to the Conference travel account.
- When it is necessary for all exempt employees to be out of the Conference for an extended period of time concurrently, the Personnel Committee will be responsible for arranging emergency coverage.

iii) Full-time Regular Non-exempt employees

- The regular workweek for regular full-time employees runs Monday through Sunday and consists of 40 hours, excluding lunch breaks. Employees are expected to observe the hours set within their units; any special arrangements need to be agreed to by the Conference Minister.

b) Employee Attendance

All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late arrivals, and early departures must be kept to a minimum. The Conference Minister has the right to require workers with poor attendance records to provide a doctor's certificate justifying absences due to illness or injury.

6. COMPENSATION

a) Salary Communications

- i) For each regular position in our organization, the Personnel Committee will establish salary rates and ranges and associated compensation practices for all regular positions. These rates and ranges will meet United Church of Christ "living wage" definitions and will reflect the employees' experience and proficiency in performing the work required in the position.
- ii) Individual salary rates are subject to annual review and adjustment during the first quarter of each calendar year. Salary adjustments are not automatic; they are tied to the individual employee's performance in the position. Employees also can receive salary increases when promoted to a position of increased responsibility. The Personnel Committee consults with the Conference Budget Committee prior to making salary adjustment recommendations to Council for their approval.
- iii) Supervisors are responsible for discussing applicable salary with each employee on an individual basis. Salary information is confidential. Because the Conference recognizes the importance of maintaining competitive pay practices to retain a talented workforce, our salary rates and ranges are reviewed every two years.

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b) Pay Procedures

i) The Conference is responsible for processing paychecks and direct deposit earning statements, and for distributing them each payday.

ii) Payday Schedule

- Employees are paid on alternate Fridays. If a regularly scheduled payday falls on a holiday, employees are paid on the last regular workday immediately preceding the holiday.
- The Conference is responsible for publishing a schedule of specific payroll dates, including paydays and deadlines for submitting timecards

iii) Payroll Deductions

Federal and state withholding taxes and Social Security taxes are deducted from every paycheck, unless exempt from such withholding. The Conference deducts court-ordered garnishments for personal debts—such as child support—without the employee's prior authorization. Deductions for federal, state, and city tax liens also can be made by the Conference without prior employee authorization.

iv) Direct Deposit

The Conference deposits paycheck proceeds into the personal bank accounts of employees who have completed a direct deposit authorization agreement. An employee's net pay—that is, wages less mandatory deductions—is deposited to the employee's bank account so that funds are available for withdrawal on the scheduled payday. Employees should report any delay in the deposit of a paycheck to the Conference Minister.

v) Employees receive either a paycheck stub or a direct deposit earning statement each payday. Direct deposit earning statements include the same pay information that would be included in a paycheck stub—for example, tax deductions.

c) Final Wage Payment

i) Employees separating from the Conference are paid for all hours worked and for PTO (8(b)) earned, but not taken, as of the last day worked. Payment of amounts due separating employees is made as follows:

- An employee whose employment is involuntarily terminated with the Conference is paid all wages earned no later than the next regularly scheduled payday following the last day worked by the employee.
- An employee who voluntarily terminates his or her employment with the Conference is paid all wages earned no later than the next regularly scheduled payday following the last day worked by the employee.
- If an employee dies, the Conference continues salary payments for thirty (30) days after the employee dies.

d) Overtime

When special activities necessitate, the Conference can require any regular employee to work overtime. The Conference attempts to give at least one day's notice when overtime must be worked, but reserves the right to require any employee to work extra hours when the need

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arises.

All overtime work must be authorized in advance by the Conference Minister.

i) Overtime Compensation

- Overtime generally refers to actual hours worked over 40 in a workweek. The Conference workweek begins at midnight on Sunday and ends at midnight on the following Saturday.
- All regular employees considered nonexempt under federal and state law who are required to work more than 40 hours during a workweek
 - receive overtime pay at one and one-half times their regular hourly rate for each hour worked in excess of 40 in a workweek **or**
 - take time off in the alternate week of a biweekly pay period for extra hours worked in the other week.

e) Paid leave and holidays:

Paid time that is not worked—for example, hours such as sick and vacation leave and paid holidays—does not count as time worked for purposes of determining or computing an employee's entitlement to overtime pay.

7. TIME OFF AND LEAVES OF ABSENCE

a) Holidays

- i) The Kansas-Oklahoma Conference grants the following holidays with pay to all regular full-time employees:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Friday immediately following Thanksgiving Day
Christmas Day	

- ii) Regular part-time employees receive holiday pay if the holiday falls on a day they are normally scheduled to work.
- iii) Holidays occurring on a Saturday or Sunday will be observed on the following Monday or previous Friday.
- iv) If work is required of a regular exempt employee on a holiday, it shall be compensated through compensatory time approved by the supervisor. A regular employee is required to work the regularly scheduled hours preceding and following the holiday, unless the day(s) before and/or after are vacation time.

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b) Paid Time-Off (PTO)

- i) The Kansas-Oklahoma Conference will provide Paid Time-Off (PTO) for regular full-time and part-time employees to be used at the employee's discretion. These hours can be used for sick time, personal days, vacations, or for whatever reason the employee may need time off. PTO hours accrue and are posted January 1 of each year, based on the following
- ii) Regular Full-time Exempt Employees will receive 208 hours PTO each January 1st, prorated as appropriate for the first year.
- iii) Regular Full-time Non-Exempt Employees will receive the following amounts of PTO each January 1st, based on their years of service:

<u>Service</u>	<u>PTO Hours</u>
during first year of employment	10 hours per calendar month of employment
1 to 4 years	128
4 to 10 years	176
10 - 20 years	208

- iv) Regular part-time non-exempt employees earn pro-rata shares of the above PTO, calculated by multiplying a full-time employee's entitlement by a fraction that equals the employee's regular weekly hours divided by 40 hours.

EXAMPLE: Lee was hired on May 1 of the previous year for a 25-hour-a-week part-time non-exempt position. On Jan. 1, Lee will have eight months of service. If working full-time, Lee would be credited with 80 hours PTO. However, as a part-timer, Lee will earn 50 hours PTO (25 hours ÷ 40 hours x 80 hours).

- v) Requesting PTO: Employees must give notice before taking PTO. For periods of 40 hours or more, employees should try to give at least two week's notice, although supervisors can accept shorter notice. PTO may be requested in increments of 2 hours or more.
- vi) Scheduling PTO: In scheduling PTO, the Conference tries to accommodate employee preferences. However, employees who request PTO during busy periods or at times when co-workers have already requested PTO might need to make alternate plans. In granting approval for PTO requests, the supervisor weighs the Conference needs, the timeliness of the request, the employee's respective seniority, and the amount of PTO requested.
- vii) PTO Carry-over rights: Employees can carry over a maximum of 40 hours PTO from one calendar year to another.

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c) Unpaid Leave of Absence

Kansas-Oklahoma Conference occasionally grants unpaid, extended leaves of absence to regular employees who have at least one year of tenure and are in good standing in their position. Continuing education in a job-related field, professional development, community service, and personal needs not covered by the Conference's other leave policies are possible justifications for such leaves. However, the Conference Minister and the Personnel Committee reserve the right to deny such leave requests as circumstances merit.

d) Family and Medical Leave

In accordance with the Family and Medical Leave Act, regular employees are eligible to use paid leave or request up to 12 weeks of unpaid leave because of the birth of a child or the placement of a child for adoption or foster care; to care for a parent, spouse, or child with serious health conditions; because of employees' own serious health conditions; or because employees' circumstances (as defined by the federal Department of Labor) qualify for leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces. Regular employees also are eligible for up to 26 weeks of unpaid leave to care for a servicemember who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving in the Armed Forces. Absences or instances of lateness covered by employees' use of approved FMLA leave are not considered grounds for disciplinary action.

e) Jury Leave

- i) All employees, regardless of tenure, are entitled to jury duty leave.
- ii) Employees required to serve jury duty are paid the difference between their jury duty pay and the regular rate of pay for their position. Employees must provide court documentation of their jury service and any payments received.

8. EMPLOYEE BENEFITS

a) Disability Leave

After three (3) months employment, the Kansas-Oklahoma Conference shall provide the [UCC Pension Board Life Insurance and Disability Income \(LIDI\) Plan](#) to the employee based on 1½ % of salary.

i) Short Term Disability:

- If a regular full-time employee is unable to perform his or her responsibilities due to medical reasons (including injury, illness, or pregnancy) for a period of longer than 24 hours per incident, the Conference will provide 72 hours paid short term disability at full pay in any calendar year.
- If a regular part-time employee is unable to perform his or her responsibilities due to medical reasons (including injury, illness, or pregnancy) for a period of longer than 24 hours per incident, the Conference will provide a pro-rata share of the short term disability, calculated by multiply 72 hours by a fraction that equals the employee's regular weekly hours divided by 40 hours.
- Proof of need for disability leave: An employee must bring in a note from a

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health care practitioner certifying that the employee is/was unable to work for health reasons.

- In instances of short term disability needs beyond the hours indicated in 8.a) i. above, the Personnel Committee is empowered to grant up to an additional 144 hours at 60% salary.
- When the employee's physician determines that disability will exceed 240 hours (30 consecutive days), the employee should apply for short term disability under the LIDI Plan. For duration of short term disability (maximum 22 weeks) the Conference continues to pay the Annuity Fund dues, premiums for the LIDI Benefit Plan and the UCC Health Benefit Plans. Salary will not be paid while member is on short term disability under the LIDI Plan.

NOTE: For pregnancy, short term disability benefits are paid without regard to the 240 hour (30 day) waiting period. Unless complications warrant an extension, six weeks of short-term disability payments are provided for a normal delivery and eight weeks for a cesarean.

- Return from short term disability leave: Employees absent for medical reasons for longer than 80 hours can be required to provide a certificate from a physician to confirm that they are well enough to return to work, based on the physician's examination of the worker and of the individual's job description

ii) Long Term Disability:

- An employee covered by short term disability under the UCC Life Insurance and Disability Income (LIDI) Plan for 22 weeks, may be approved for long term disability under the LIDI Plan.
- Once short-term disability ends, the Kansas-Oklahoma Conference is no longer responsible to make any contributions or to pay any premiums or salary.

b) Group Health Insurance

- i) The Kansas-Oklahoma Conference shall offer on the first day of employment UCC health insurance coverage for all regular full-time exempt and non-exempt employees through participation in the [UCC \(Non-Medicare\) Health Benefits Plans](#). Employees may enroll eligible dependents at the employee's expense.
- ii) Employees who refuse this coverage are required to sign a release indicating their desire to refuse coverage, and if coverage is requested at later time will be required to meet the pre-existing conditions and requirements of the insurance provider. No monetary compensation will be offered in lieu of this coverage.

c) Annuity and Retirement Fund

All regular full time eligible employees shall be enrolled in the appropriate pension plan with the [Pension Boards of the United Church of Christ](#), subject to the policies, rules, and provisions of the Pension Boards, effective on the day of employment, at the rate recommended by the UCC for that employee.

d) Workers' Compensation

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- i) Kansas-Oklahoma Conference is committed to meeting its obligation under Kansas' Workers' Compensation Act to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses.
- ii) Employees must immediately report all injuries or illnesses, regardless of severity, to their supervisor. Supervisors must notify the Safety and Health Department immediately in the case of serious injuries. Supervisors also must work with the employee to complete a First Notice of Injury Report, which must be filed with the Workers' Compensation Manager as soon as possible, but in any case no later than 72 hours after the injury occurs.
- iii) Employees cannot use group health plans for injuries or illnesses covered under the Workers' Compensation Act. In addition, employees cannot use their accrued leave while they are receiving wage-replacement benefits under workers' compensation.
- iv) The Conference works with its workers' compensation insurer to investigate any suspected fraudulent workers' compensation claims. The Conference seeks the prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.
- v) The Conference bears the full cost of this program.

9. PERFORMANCE MANAGEMENT

Purpose

Kansas-Oklahoma Conference maintains a Performance Management Program intended to ensure that all regular employees:

- are aware of what duties are expected of them;
- understand the level of performance expected of them;
- receive timely feedback about their performance;
- have opportunities for education, training, and development; and
- are rated and rewarded in a fair and consistent manner.

Performance management is a major responsibility of all supervisors. Supervisors who fail to comply with this policy are subject to corrective action. Corrective action includes denying a supervisor a salary increase if he or she receives an unsatisfactory rating on managing the performance of employees; even if the supervisor's other performance ratings exceed expectations.

a) Process

The Performance Management Program is a three-step process:

Step 1 - Plan:

- Understand the expectations of the job;
- Establish agreed-to performance goals for the job;
- Create a work plan to achieve goals

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Step 2 - Perform:

- Implement work plan;
- Monitor progress;
- Gather feedback

Step 3 - Review:

- Assess degree of success toward each performance goal;
- Identify reasons for success/ patterns of problems

b) Procedures

i) Planning

- At the beginning of the work cycle (following the annual meeting of the Conference), the supervisor and the employee must meet to determine and document the employee's work plan and performance expectations. Each employee must have a work plan established within thirty (30) days of starting in the position or when job duties change significantly.
- A work plan is a specific course of action outlining the significant responsibilities and duties consistent with the employee's job description. Performance expectations are the objective measures or criteria used to measure job performance. The work plan must be reviewed or updated at least annually.

ii) Performing

- Both employee and supervisor monitor progress against the work plan.
- Employees should ask for feedback about their job performance and determine where changes are needed through discussions with the supervisor.
- Supervisors should provide employees with ongoing feedback about his or her job performance. Supervisors also must conduct an informal interim performance review within six months of establishing an initial work plan.
- Both employees and supervisors should document:
 - necessary adjustments to work plan
 - progress towards performance goals, including any performance expectations set out in the work plan that are or are not being met;
 - any steps the employee must take to correct performance deficiencies

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iii) Review (annually, prior to annual meeting of the Conference)

Employee Self-Assessment

- Employees are provided with the performance appraisal form and an explanation of its rating scale. Employees are asked to evaluate themselves on each of the criteria and provide some detail to justify the evaluation they have given themselves.

Supervisory Assessment

- Supervisors should initiate their assessment by first writing comments for each piece of criteria that substantiates the employee's performance; sticking to observable, verifiable facts, not opinions. Once the narrative portion is completed, the supervisor chooses the appropriate value from the scale indicating performance.

"Second Level" Review

- Both the employee self-assessment and supervisory assessment are reviewed with the Personnel Committee, highlighting both matching and opposing ratings.

Performance Discussion

- Participants in the face-to-face performance discussion are the employee, the supervisor, and a member of the Kansas-Oklahoma Conference Personnel Committee. Sufficient time should be schedule for the discussion and focus on comparing expected performance and observed behavior. Participants should remain flexible, and listen carefully to each others comments. As appropriate, the member of the personnel committee may facilitate, clarify, or arbitrate the discussion. If the discussion gets to a point where the parties cannot agree, agree to disagree and move on to the next item or conclusion of the discussion.

Complete Appraisal

- It is the supervisor's responsibility to complete the appraisal documentation and determine the overall performance rating.
- Rating Guide
 - 1 = Distinguished—Conspicuously meritorious performance. Consistently exceeds all requirements.
 - 2 = Superior—Generally exceeds requirements with a minimum of guidance. Well above average performance.
 - 3 = Competent—Responsibilities met in a wholly satisfactory manner. Normal guidance and supervision are required.
 - 4 = Marginal—Improvement needed in some key job areas. Considerable guidance and supervision are required.
 - 5 = Unsatisfactory—Major shortcomings in performance. Will require reassignment or separation if plans for progress are unsuccessful.
- Request employee to sign the appraisal form indicating the review has been discussed with them. Provide the Personnel Committee with a copy and file the original in a confidential file system.

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c) Roles and Responsibilities

i) Employees are responsible for:

- Setting performance goals and developing action plans aligned to Conference priorities and job expectations
- Addressing their own strength and development areas – i.e. their performance
- Reviewing each performance goal and evaluating how well he or she accomplished each goal. Give examples; use the rating system
- Discussing performance results; asking questions to ensure he or she understands the expected performance results
- Using available resources for development

ii) Supervisors* are responsible for:

- Assisting employees in setting performance goals and action plans.
- Evaluating employee performance
- Communicating the review (performance appraisal) clearly, giving the employee an opportunity to discuss and ask questions about the content of the appraisal
- Recommending compensation to the Personnel Committee
- Providing continuous coaching and mentoring
- Encouraging employees to take advantage of resources for development

** The Personnel Committee is considered the supervisor of the Conference Minister in the Performance Management program.*

iii) Conference Council is responsible for:

- Establishing and communicating priorities of the conference
- Assisting Conference Minister and Personnel Committee in setting performance goals and action plans
- Confirming the performance goals and action plans
- Communicating the performance goals to the conference membership

d) Poor Performance

Sometimes, despite efforts, employees are not able to meet the performance expectations of the job. If the overall performance assessment or assessment of performance of critical responsibilities is marginal, unsatisfactory, or does not meet performance expectations, the employee may be placed in an a tailored performance improvement plan with clear consequences and time lines for improvement. Alternatively, the employee may be terminated if the performance gap is determined to be too large to invest time and energy in resolving.

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e) Misconduct

Misconduct is a personal behavior that breaks established rules. Examples of misconduct include without limitation, the following:

- Contributing to a Hostile work environment
- Harassment
- Conflict of Interest
- Insubordination
- Theft
- Unauthorized destruction of conference property and/or records
- Threats of Violence

Because it is impossible to anticipate all forms of possible misconduct, this list is for purposes of example only. Misconduct will result in disciplinary action, up to and including discharge at the discretion of the Conference Minister and Personnel Committee. Regarding allegations of misconduct by the Conference Minister, disciplinary action, up to and including discharge, will be at the discretion of the Personnel Committee, Chairpersons of the Conference Council and if appropriate, the President of the United Church of Christ.

10. TERMINATIONS

a) General termination procedures

All employees who are leaving their jobs with the Conference for any reason are asked to participate in an exit interview with the Personnel Committee. On their last day of employment, employees are required to return all company property to their supervisor. Final paychecks are mailed to a worker's home address or directly deposited in the employee's direct deposit bank account on the next regular payday, unless state or local law requires payment sooner. The Conference makes every effort to ensure that all terminations and separations from employment are conducted in accordance with all provisions and requirements of applicable federal and state laws.

b) Retirement

The normative age for retirement in the Kansas-Oklahoma Conference is 65.

- i) Employees may choose to receive retirement benefits at an earlier age, subject to the rules, policies, and provisions of the Pension Boards of the United Church of Christ, and the laws pertaining to Social Security, as may be appropriate.

c) Resignation

- i) The Conference Minister may resign by submitting a letter of resignation to the Kansas-Oklahoma Conference President at least ninety (90) days before the effective date, or otherwise by mutual agreement.
- ii) Any Associate Conference Minister may resign by submitting a letter of resignation to the Kansas-Oklahoma Conference President, at least ninety (90) days before the effective date, or otherwise by mutual agreement. Upon the resignation or other termination of the Conference Minister, it is expected that any Associate

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Conference Minister will tender his/her resignation to be processed by the Conference Council.

- iii) All other regular exempt employees may resign by submitting their resignations to the Kansas-Oklahoma Conference President at least ninety (90) days before the effective date, or otherwise by mutual agreement.
- iv) Regular non-exempt employees may resign by submitting a letter of resignation to the Conference Minister at least four (4) weeks in advance or otherwise by mutual agreement.
- v) No severance pay is given to employees who resign.

d) Reduction in Work Force

- i) In the event that a reduction in the work force becomes necessary, the separation of regular non-exempt employees shall take effect with a least four (4) weeks' notice, or payment of equivalent salary in lieu of such notice.
- ii) The separation of the Conference Minister and other regular exempt employees shall take effect after at least three (3) months' notice, or payment of equivalent salary in lieu of such notice.
- iii) All employees being separated due to a reduction in the work force will be offered assistance and support in seeking other employment.
- iv) Employees voluntarily leaving the employment of the Kansas-Oklahoma Conference during the notice period will not be paid beyond the last day of actual service.
- v) Severance pay will be given in the amount of one (1) weeks' salary for each full year of service, up to fifteen (15) weeks of unemployment. This provision will be factored by eligibility considerations and other compensation available due to unemployment insurance or Worker's Compensation.
- vi) Severance is paid bi-weekly. Severance pay provisions will cease either when an employee secures another position, or up to the end of fifteen (15) weeks of unemployment, whichever comes first.

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B: SAFE CONFERENCE POLICY: PROHIBITING ABUSE, EXPLOITATION AND HARASSMENT

Introduction

As a community of Christian faith, Kansas-Oklahoma Conference UCC (K-OC UCC) is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation.

All persons associated with Kansas-Oklahoma Conference UCC should be aware that the conference prohibits verbal or physical harassment, intimidation, exploitation of another on any basis including, but not limited to:

- Sex
- Sexual Orientation
- National Origin
- Race
- Age
- Disability
- Color
- Religion
- Veteran Status

Retaliation toward someone for reporting conduct that they honestly and reasonably believed was harassment is also not acceptable. Examples of retaliation include, but are not limited to the following:

- Spreading rumors
- Intimidation
- Direct threats
- Silent treatment

It is the intention of the conference to take action in an attempt to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

1. CONDUCT OF EMPLOYEES, ELECTED & APPOINTED LAY LEADERS AND VOLUNTEERS

- a) Consistent with our understanding of the priesthood of all believers, all Authorized Ministers, employees, elected and appointed lay leaders, and authorized volunteers are Ministers to the conference.
- b) It is important that every [Minister](#) to the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.
- c) Sexual Exploitation, Sexual Harassment, physical or verbal abuse of employees, volunteers or others by anyone engaged in ministry, including any program or Outdoor Ministry activities, on behalf of the K-OC UCC is unethical behavior, will not be tolerated by the K-OC UCC, and may be cause for immediate termination of employment or volunteer leadership with the K-OC UCC.

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2. REQUIREMENTS FOR COMMENCING AND CONTINUING MINISTRY

- a) Before beginning their duties, all [Ministers](#) will submit a disclosure form (see appendix)
- b) Before beginning their duties, all [Ministers](#) will be personally interviewed to assess the suitability of their character and qualifications for the position they seek.
- c) The church will conduct a registered sex offender review for each [Minister](#) by searching their name on the Department of Justice website at www.nsopr.gov. This registered sex offender review will be repeated on an annual basis for all [Ministers](#).
- d) Authorized [Ministers](#) of the conference will attend at least one workshop on this topic every three years.

3. ADDITIONAL REQUIREMENTS FOR CHILD AND YOUTH MINISTRY

- a) Kansas-Oklahoma Conference UCC is committed to providing a safe and healthy environment in which young people can learn about and experience God's love. In order to promote this, we have established the following guidelines in addition to the general requirements for ministry to the conference.
- b) We expect that those who volunteer to work with minors will have been members of Kansas-Oklahoma Conference UCC for at least six months or, if not members, regularly and frequently associated with Kansas-Oklahoma Conference UCC for at least a year.
- c) All volunteers who regularly work with children and youth will complete and submit a disclosure document (see appendix)
- d) Before beginning their duties, all prospective employees will undergo a background check, including but not necessarily limited to inquiries of references and a criminal history verification by a third party vendor.
- e) All volunteers and employees who regularly work with children and youth will receive orientation regarding safe church policy and procedures.
- f) It is the policy of this conference to provide adequate supervision and safeguards for youth activities. In situations where participants are not readily visible to each other, there will be no fewer than two unrelated adults present with children. Youth over the age of 16 may assist an unrelated adult in supervising children and youth activities; however, such assistance does not alter the requirement that at least two unrelated adults be present.
- g) In the event youth are used as volunteers with children, every attempt will be made to insure they are 18 years of age or to team the youth with a preferably unrelated adult. At least five years separation between adults in supervision and the children/youth they supervise is the recommended rule.

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4. DEFINITIONS

- a) **Minister:** a person authorized by the church to carry out its ministry. Ministers include elected or appointed leaders of the church, employees, and volunteers, as well as Authorized Ministers.
- b) **Authorized Minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ or region of the Christian Church (Disciples of Christ). An Authorized Minister is one type of minister within the meaning of this policy.
- c) **Ministerial Relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.
- d) **Harassment:** unwelcome, unprofessional, or disrespectful behavior that negatively impacts the engagement and productivity of the impacted individual. Examples include, but are not limited to the following:
 - Bullying
 - Exclusion
 - Crude or cruel jokes
 - Teasing (hazing, profanity and horseplay)
 - Certain physical contact
 - Racial or ethnic slurs
 - Jokes about age or religious beliefs
 - Intolerance of others
- e) **Sexual Exploitation:** sexual activity or contact (not limited to sexual intercourse) in which a [Minister](#) engaged in a ministerial relationship with another takes advantage of the vulnerability of the person being served by causing or allowing that person to engage in sexual behavior with the [Minister](#).
- f) **Sexual Harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination.
- g) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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- i) Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity.
- ii) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.
- iv) Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:
 - Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
 - Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
 - Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
 - Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

5. PROCEDURES FOR HANDLING COMPLAINTS OF SEXUAL EXPLOITATION OR HARASSMENT

- a) A subcommittee with no less than two members, one male and one female, will be established each year by the Personnel Committee in preparation for the possibility of hearing complaints under this policy. The subcommittee, hereinafter referred to as "The Response Team," will be familiar with the terms of this policy, as well as the established procedures of the church for dealing with a complaint.
- b) Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment:

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- i) The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
- ii) The complainant can report the incident to an authorized minister, in an effort to resolve the matter informally.
- iii) If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:

Step 1: The Response Team shall advise the Conference Minister and Council President of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the Conference Minister or Council President is the subject of the complaint, this notice requirement shall not apply as to that person.

Step 2: The Response Team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Personnel Committee or an appropriate subcommittee thereof.

- c) The Personnel Committee, or an appropriate subcommittee thereof, shall make determinations and take actions appropriate to resolve the matter. These may include:
 - v) finding that sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - a formal reprimand, with defined expectations for changed behavior;
 - recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - probationary standing, with the terms of the probation clearly defined;
 - dismissal from employment or authorized volunteer position .
 - vi) finding that sexual exploitation or harassment did not occur.
- d) The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.
- e) A written summary of the Personnel Committee proceedings in such cases will be maintained.
- f) The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the conference may initiate or proceed with the formal complaint process.
- g) In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

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- h) Any person bringing, in good faith a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.
- i) If the complainant or respondent is not satisfied with the disposition of the matter by the Personnel Committee, he or she has the right to appeal to the Council President, or to the Vice President if the Council President is the subject of the complaint, who shall refer the matter to the Conference Council

The subject of any such appeal to the Conference Council shall be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits and the decision of the Conference Council will be the final resolution of the matter. If the Conference Council determines that the procedures of this policy were not followed, it will refer the matter back to the Personnel Committee to complete the processing of the complaint in accordance with these procedures.

6. CHILD ABUSE

Apart from any legal requirements, the K-OC UCC will make a report to appropriate authorities, including but not limited to the State Department of Family and Children's Services, if at any time the K-OC UCC has reasonable cause to believe that a minor may be an abused or neglected child.

Any employee or volunteer of the K-OC UCC who becomes aware of facts or circumstances that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Department of Family and Children's Services. (The nationwide Child Abuse Hotline is 1-800-25ABUSE).

7. CLERGY

Apart from any disposition of the matter by the K-OC UCC, all allegations of behavior that call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Association that has commissioned or licensed that Minister.

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C: DISPUTE RESOLUTION POLICY

The Conciliation and Dispute Resolution Policy was developed in order to provide a method whereby members of the Kansas-Oklahoma Conference UCC may resolve disputes between conference staff, volunteers, and/or committees.

UNLESS SPECIFICALLY ADOPTED BY THE EMPLOYING ORGANIZATION, THESE PROCEDURES ARE NOT INTENDED TO APPLY TO ANY CHURCH EMPLOYER/EMPLOYEE RELATIONSHIP NOR ARE THEY INTENDED TO SUPERSEDE ANY EMPLOYER/EMPLOYEE GRIEVANCE OR CURRENTLY AVAILABLE DISPUTE RESOLUTION PROCEDURES.

The issue of conflict

Conflict is an unavoidable part of life. In our diverse society, the goals of individuals or groups vary widely, as do the methods of achieving those goals. As individuals or groups attempt to meet their goals, they will inevitably come into conflict with others. Conflict within the church may occur between individuals, between judicatories (e.g. Conferences, Associations), committees, or other bodies, or between a combination of individuals and other bodies. Within the church, we are challenged by the broad range of issues that may become the subject matter of disputes, ranging from pastoral relations to property, from theological to jurisdictional (different areas of authority of different judicatories).

Conflict is not inherently bad. It can be the agent of constructive change. Through conflict, problems are exposed and misunderstandings are brought into the open. The resolution of the conflict brings with it the potential for greater understanding and growth for all participants in the conflict. The key to realizing this potential lies in how we deal with conflict, in both the process we use for resolving the conflict and the spirit in which we work through the process.

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Alternative models of conflict resolution

In North American society, various processes for conflict resolution have gained some popularity as alternatives to the formal judicial-type model. The generic description for these processes is “alternative dispute resolution,” but they offer a wide range of different approaches to conflict resolution. The following is a description of a few of the more common processes:

a) Mediation—

Mediation is a process for resolving disputes where a neutral third party assists the parties in coming to a mutually acceptable resolution. The mediator does not have the authority to impose a resolution. The mediator helps each of the parties to identify their needs, wants, and concerns, and to explore a range of solutions that will meet these interests. Even if the process does not result in a mutually satisfactory solution, it can assist the parties by identifying and narrowing the issues that are really in dispute, which may help expedite any other conflict resolution process that may be attempted. Because any resolution must be mutually acceptable to the parties, neither party emerges as the “loser” from the process.

Mediation is generally conducted on the basis that the information shared by the parties in the process is confidential and cannot be used outside of the mediation process against any of the parties. The mediator provides a written report at the end of the process indicating whether or not the mediation resulted in any agreement between the parties, and if so, the specific points of agreement. The mediator does not make any assessment of the merits of the dispute.

Mediation is considered appropriate only where both parties are participating voluntarily. There is divided opinion on whether mediation is appropriate in cases where there is a significant power imbalance between the parties for any reason.

b) Arbitration—

Arbitration is a quasi-judicial procedure for resolving disputes, which means that it has some of the features of a formal hearing. The arbitrator is a neutral third party, usually with expertise in the subject matter of the conflict. There may be a single arbitrator or a panel of arbitrators hearing the matter. The arbitrator’s role is to hear the parties, their evidence, and their arguments. Unlike a mediator, the arbitrator makes a decision on the issue in conflict, which may be binding or non-binding. If it is binding, it imposes a solution on the parties in the same way as in a formal hearing process. If it is non-binding, the arbitrator makes only an advisory decision.

Arbitration can be a quicker, more streamlined process than a formal judicial hearing.

c) Mediation/Arbitration—

This process is a combination of mediation and arbitration. The parties start out by trying to resolve the conflict through mediation, but they agree in advance that if they are unable to resolve the conflict this way then the mediator will continue to deal with the matter as an arbitrator. At the end of the process the mediator/arbitrator will present a binding decision on all the issues that have not been resolved by the mediation process. The outcome will be the settled points, if any, reached in the mediation phase, plus a binding decision for any outstanding points on which mediation was not successful.

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d) Ombuds—

If a party who has made a complaint feels that it is not possible to obtain a fair hearing through official channels in an organization, a representative is appointed for the party to work within the organization toward resolution of the dispute. The ombuds does not have authority to impose a decision, but attempts to achieve a creative resolution of the dispute within existing policies of the organization. This concept has been adopted in some large organizations where the existence of bureaucracy may in large part be responsible for the conflict.

Underlying Principles

There are a number of fundamental principles that represent a basic common thread in the resolution of all types of disputes within the church. The development and ongoing administration of the Dispute Resolution Policy is guided by these principles:

- i. *Holistic*—There must be emphasis on responding to all of the needs of the whole person for each of the parties in the conflict.
- ii. *Inclusive*—The interests of the community affected by the conflict must be accommodated in the resolution of the conflict.
- iii. *Focus on healing*—There must be emphasis on re-establishing right relationship and balance in the community affected by the conflict. The focus is not on punishment.
- iv. *Fairness*—The empowerment, dignity, respect, and care of all parties in the dispute must be ensured. There should be no “losers.”
- v. *Problem-solving*—The focus should be resolution of the conflict, not blaming and scapegoating of participants in the conflict.
- vi. *Accountability*—There must be accountability for harm that has been done.
- vii. *Justice*—There must be determination to address the needs of all those affected by the conflict.
- viii. *Love*—Overwhelming evil with good.

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1. INTRODUCTION

The Dispute Resolution Policy for conflict resolution is mandatory in all cases where a written complaint has been made, except in the case of a charge of sexual abuse (sexual harassment, sexual exploitation, pastoral sexual misconduct, or sexual assault). Those types of complaints continue to be dealt with through the approved policies and procedures for sexual abuse (sexual harassment, sexual exploitation, pastoral sexual misconduct, or sexual assault).

The Dispute Resolution Policy may also be used as a resource for the resolution of conflicts within the church that do not involve the making of a complaint. The parties to any kind of dispute may voluntarily agree to resolve their dispute by following the Dispute Resolution Policy or by incorporating some of the steps of the Dispute Resolution Policy in their own process. A major focus of the Dispute Resolution Policy is to allow the parties involved in a dispute to have the greatest participation possible in the resolution of their dispute.

The Dispute Resolution Policy attempts to strike a balance between precise procedural detail and more flexible general directions. It offers a wide degree of latitude for the Conflict Resolution Facilitator to determine the appropriate techniques for resolving a dispute, based on the circumstances of the particular dispute. At the same time, the Dispute Resolution Policy includes enough structural outline of fair process to help ensure that no party is deprived of natural justice in the resolution process.

2. DEFINITIONS

a) **Complaint:**

A written statement submitted for Situational Assessment that makes a specific allegation or allegations.

b) **Complainant:**

A person or persons submitting the written complaint.

c) **Respondent:**

A person or persons against whom a complaint has been filed.

d) **Situational Assessment:**

A preliminary review of a complaint by the Conference Minister or Conference President, to determine if all relevant factors and circumstances surrounding a situation, event, incident, occurrence, issue in the matter of the complaint have been provided in writing.

e) **Conflict Resolution Facilitator:**

i) A member in good standing selected from the Facilitator Pool who is empowered to review the documentation and act as a facilitator for the Dispute Resolution Process.

ii) The Conference will maintain a pool of at least three trained individuals to serve as Conflict Resolution Facilitators. It is up to the Personnel Committee to determine the suitability of an individual who applies to have his or her name added to the pool for that Conference.

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iii) As minimum qualifications, individual applicants have to have completed the following:

- *a basic course in alternative dispute resolution approved by the Conference.* There are many courses currently available throughout North America that are offered by universities, other institutions, or private individuals that meet this “basic course” requirement.
- a course that addresses multi-party dispute resolution and United Church of Christ polity issues.

f) Silent Witness:

A member in good standing selected from the Facilitator Pool who is empowered to witness the facilitation and act as an impartial third party to insure that the Dispute Resolution Process guidelines have been followed and that the facilitator for the Dispute Resolution Process has acted in an impartial and ethical manner.

g) Dispute Resolution Process:

The term used to describe the mechanisms, techniques and procedures to be followed during the dispute resolution phase

3. ROLES AND RESPONSIBILITIES

a) Conference Minister or Conference President:

The role of the Conference Minister or Conference President is to review the submitted complaint in a prompt, sensitive and impartial manner. To ensure the complaint falls within the Conference’s jurisdiction and act as advisers to the complainant(s) and respondent(s) on the matter of the complaint. This includes explaining the dispute resolution process to the complainant(s) and the respondent(s).

b) The Conference Minister or Conference President

The Conference Minister or Conference President will determine if all relevant factors and circumstances surrounding a situation, event, incident, occurrence, or issue in the matter of the complaint have been provided in writing. The Conference Minister or Conference President do not make any determination as to the validity of the complaint; their role is to support the process, not the complainant or respondent.

c) Personnel Committee:

The role of the Personnel Committee is to oversee the Dispute Resolution Process: development, annual review, and ongoing administration of the policy, ensure the Conference has a pool of qualified Conflict Resolution Facilitators, act as a resource to the Conflict Resolution Facilitators, and archive the following documents in a secure place:

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- Conflict Resolution Facilitator Appointment (Preliminary Diagnosis)
- Conflict Resolution Facilitator Preliminary Diagnosis Report
- Conflict Resolution Facilitator Appointment (Delivery of Facilitation)
- Conflict Resolution Facilitator Final Report
- Participation Agreement

d) Conflict Resolution Facilitator:

The role of the Conflict Resolution Facilitator is to review the documents and act as a facilitator during the dispute resolution phase of the process. This does not mean that the appointed Conflict Resolution Facilitator must facilitate the dispute resolution process personally, but that the Conflict Resolution Facilitator should ensure that the facilitation is done, perhaps by another facilitator with more appropriate skill or experience, or through co-facilitation with another facilitator. If the dispute involves more than two parties, the Conflict Resolution Facilitator facilitating the process must be capable of facilitating an appropriate multi-party dispute resolution process.

The specific responsibilities include:

- i) Ensuring that complaints are dealt with appropriately and in a timely manner.
- ii) Ensuring that both parties are aware of all options so that every effort is made to resolve the complaint.
- iii) Ensuring that the parties involved in the complaint are treated in an unbiased and ethical manner.
- iv) Convening meetings and facilitating where required and ensuring that they are conducted sensitively, impartially and completely.
- v) Ensuring that the complainant and respondent each receive and sign a copy of the results of the dispute resolution and that a copy is sealed and delivered to the Personnel Committee for placement in secured archives.
- vi) Being available afterward to ensure that the facilitated agreement is being followed by all parties.

e) Silent Witness:

The role of the Silent Witness is to act as a witness during the facilitation phase of the process. The Silent Witness cannot be the spouse or working partner of the Conflict Resolution Facilitator.

The Silent Witness's specific responsibilities include:

- i) To witness the process has been dealt with in an unbiased and ethical manner.
- ii) Report to the Personnel Committee only if a complaint is filed about the process of the complaint by the affected parties.

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f) Complainant:

The role of the complainant is to submit the complaint in as complete detail as possible with supporting documentation, without fear of embarrassment or reprisal and to expect they will be treated in an ethical and impartial manner.

It is the responsibility of the complainant to:

- i) Clearly state the allegations of their complaint.
- ii) Provide sufficient details of the incident(s) involved, such as time, place, participants and witnesses.
- iii) Participate in the assessment and resolution of the complaint
- iv) Act in a cooperative manner in the resolution process being pursued. This includes responding promptly to requests for information and being available for meetings with the Conflict Resolution Facilitator and respondent.
- v) To understand that discussion of the complaint with persons not responsible for its resolution is detrimental to achieving a resolution and therefore all aspects of the investigation and resolution are to be held confidential. Individual perceptions can be discussed, but only in a counseling relationship with 1 other person.
- vi) To understand that the Personnel Committee will receive a summary of the investigation and resolution of the complaint and will hold a copy of the signed resolution in confidential archives for a period of one year after the expiration of the agreements date.

g) Respondent:

The role of the respondent is to respond to a complaint without fear of embarrassment or reprisal and to expect they will be treated in an ethical and impartial manner.

It is the responsibility of the respondent to:

- i) Promptly and clearly respond to the allegations.
- ii) Provide sufficient details of the incident(s) involved, such as time, place, participants and witnesses.
- iii) Participate in the assessment and resolution of the complaint.
- iv) Act in a cooperative manner in the resolution process being pursued. This includes responding promptly to requests for information and to be available for meetings with the Conflict Resolution Facilitator and complainant.
- v) Understand that discussion of the complaint with persons not responsible for its resolution is detrimental to achieving a resolution and therefore all aspects of the investigation and resolution are to be held confidential. Individual perceptions can be discussed, but only in a counseling relationship with 1 other person.
- vi) Understand that the Personnel Committee will receive a summary of the investigation and resolution of the complaint and will hold a copy of the signed resolution in confidential archives for a period of one year after the expiration of the agreements date.

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4. DISPUTE RESOLUTION PROCESS

a) Starting the Process

- i) The complaint is made, in writing, and submitted to the Conference Minister.
 - If in cases where the Conference Minister is the Complainant or Respondent then the complaint should be submitted to the Conference President.
 - If in cases where the Conference Minister and the Conference President are the Complainants or Respondents then the complaint should be submitted to the Personnel Committee.
- ii) The complaint must name the party against whom it is made, give brief details of the conflict, the names of persons involved in it, the date or dates on which it occurred, and what steps the Complainant has taken to resolve the dispute before filing a complaint. The complaint must be signed by the party making the complaint.
- iii) The Conference Minister or Conference President provide a Situational Assessment to determine if all the relevant information has been provided and act as the advisor to the Complainant, explaining the Dispute Resolution Process and Guidelines.
- iv) The Conference Minister or Conference President advises the Personnel Committee that a Complaint has been brought forward. One Personnel Committee member will be selected to provide verification within 2 weeks to the Complainant that the Complaint has been received.
 - The minutes of the Personnel Committee shall record only the fact that a complaint has been laid and the appointment of a named Conflict Resolution Facilitator, and the date by which the Conflict Resolution Facilitator is to report to the Personnel Committee, without disclosing any names or other information about the complaint.
- v) The Conference Minister or Conference President will inform the Respondent(s) that a complaint has been filed with the Personnel Committee, provide a copy of the complaint and will act as the advisor to the Respondent, explaining the Dispute Resolution Process and Guidelines.
- vi) The Conference Minister or Conference President shall ensure that appropriate pastoral care is immediately made available to the complainant and to the respondent, including arranging an appropriate support person for the complainant, and an appropriate support person for the respondent
- vii) The Respondent is expected to give a written response to the complaint. This response is to be received by the Personnel Committee within two weeks of receiving a copy of the complaint.
- viii) Both parties will be instructed to neither communicate further with each other nor have others relay information on their behalf until this complaint is resolved.
- ix) The complainant shall be entitled to withdraw the complaint at any stage of the process upon written notice to the Personnel Committee. As soon as possible, the

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Personnel Committee shall notify the respondent that the complaint has been withdrawn.

b) Appointment of Conflict Resolution Facilitator

i) The Personnel Committee shall:

- ensure that appropriate pastoral care has been made available to the complainant and to the respondent, including arranging if required, an appropriate support person for the complainant, and an appropriate support person for the respondent;
- appoint a Conflict Resolution Facilitator, after ascertaining that neither of the parties has any objections to the appointment of that particular Conflict Resolution Facilitator; and
- specify a date by which the Conflict Resolution Facilitator is to report to the Personnel Committee. Normally, that date shall be no later than thirty (30) days after the Conflict Resolution Facilitator is appointed.

ii) In selecting the Conflict Resolution Facilitator, care shall be taken not to have any person selected whose judgment or objectivity might be impaired because of a relationship with or knowledge of any of the parties or witnesses to the conflict.

iii) In some cases, there may be multiple complaints pending: more than one complaint against the same respondent or more than one complaint by the same complainant against different respondents. Where there are multiple complaints pending and it appears to the Personnel Committee that the complaints relate to the same subject matter, the Personnel Committee should ensure that there is appropriate coordination of the dispute resolution processes for all of the complaints and that, wherever possible, the same Conflict Resolution Facilitator is appointed.

c) Conflict Resolution Facilitator—Preliminary Role:

Determining whether there should be an alternative dispute resolution process for the complaint

i) The Conflict Resolution Facilitator shall:

- ensure that pastoral care is being continued for both the complainant and respondent, and that the care is appropriate in the circumstances, and make recommendations to the Personnel Committee for other appropriate pastoral care, if advisable in the opinion of the Conflict Resolution Facilitator;
- explain the conflict resolution process to the parties;
- arrange to have the parties sign an agreement acknowledging the terms of the conflict resolution process, including confidentiality of information given and received by the parties in the process; and
- conduct a preliminary meeting with each of the parties individually.

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- ii) After completing the steps in Section 4 c) i) above, the Conflict Resolution Facilitator shall report to the Personnel Committee and to the parties that, in the opinion of the Conflict Resolution Facilitator, either:
- there should be some form of alternative dispute resolution process with respect to the complaint, in which case the Conflict Resolution Facilitator shall specify the form of alternative dispute resolution, specify a date to report to the Personnel Committee and shall continue as outlined in Section 4.1 and on;
 - or**
 - there should not be some form of alternative dispute resolution process with respect to the complaint. In such case:
 - before reporting to the Personnel Committee, the Conflict Resolution Facilitator shall advise the parties of further possibilities for action on the complaint as outlined in Section 5 d) and
 - the Personnel Committee shall deal with the complaint as outlined in Section 5 d).
- iii) In either case, the Conflict Resolution Facilitator shall include with the report any recommendations for further pastoral care, if appropriate. The Personnel Committee shall ensure that appropriate pastoral care is arranged or continued.
- iv) That report shall be the decision and is not subject to debate or appeal.
- d) Conflict Resolution Facilitator—Continuing Role
- i) The continuing role of the Conflict Resolution Facilitator is to act as facilitator of the alternative dispute resolution process and to report to the Personnel Committee by the specified date as to the status of that process.
- ii) All parties are required to participate in good faith in the alternative dispute resolution process. To act in good faith includes appreciating the potential of the dispute resolution process for resolving the dispute, putting forth an honest effort to co-operate with all the parties involved, and not frustrating the process.

5. POSSIBLE OUTCOMES OF THE ALTERNATIVE DISPUTE RESOLUTION PROCESS

- a) At any time prior to the specified report date, if the Conflict Resolution Facilitator is of the opinion that either of the parties is not participating in the dispute resolution process in good faith, the Conflict Resolution Facilitator shall terminate the process and report to the Personnel Committee that there has not been resolution of the complaint through the alternative dispute resolution process. In that case, the Personnel Committee shall deal with the complaint as outlined in Section 5 d).
- b) If, by the specified report date, the alternative dispute resolution process results in a written memorandum of understanding agreed to by all parties, or other resolution agreed to by all parties, then:

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- i) the Conflict Resolution Facilitator shall report this fact to the Personnel Committee;
 - ii) the Personnel Committee shall arrange for appropriate monitoring of the parties' agreement other than by the Conflict Resolution Facilitator; and
 - iii) the parties' agreement shall remain confidential unless the parties all agree otherwise.
- c) If, by the specified report date, the alternative dispute resolution process does not result in a written memorandum of understanding or other resolution agreed to by all parties, and the Conflict Resolution Facilitator is of the opinion that the process should be continued for an additional specified period of time, the Conflict Resolution Facilitator shall make this recommendation to the Personnel Committee. Based on the Conflict Resolution Facilitator's recommendation, the Personnel Committee may direct that the Conflict Resolution Facilitator continue the alternative dispute resolution process for the additional period of time as recommended by the Conflict Resolution Facilitator.
- d) If, by the specified report date, the alternative dispute resolution process does not result in a written memorandum of understanding or other resolution agreed to by all parties and the Conflict Resolution Facilitator is not of the opinion that the process should be continued for an additional period of time, before reporting to the Personnel Committee, the Conflict Resolution Facilitator shall advise the parties of further possibilities for action on the complaint as follows:
 - i) either party may request a Formal Hearing, which will be held if the Formal Hearing Committee makes a decision to proceed
 - ii) the complainant may withdraw the complaint as provided in Section 1.9; or
 - iii) upon receipt of the report of the Conflict Resolution Facilitator, the Personnel Committee shall take such other action as it considers appropriate.
- e) If, by the specified report date, the alternative dispute resolution process does not result in a written memorandum of understanding or other resolution agreed to by all parties:
 - i) the Conflict Resolution Facilitator shall report this fact to the Personnel Committee;
 - ii) the conference member who received the complaint shall provide a copy of it to the Conference Minister and Conference President; and
 - iii) the Conference Minister and Conference President shall take such action as it considers appropriate with respect to the complaint.

6. FEES

The Conflict Facilitator is entitled to be reimbursed for out-of-pocket expenses (i.e., travel, photocopying, etc.) in accordance with church policy.

7. ADVOCATES AND LAWYERS

If a party is accompanied or represented by an advocate or legal counsel at any stage of the resolution process, that party shall be responsible for the cost of the advocate or legal counsel. It is intended that participants will, under usual circumstances, participate in the conflict resolution process on their own behalf without representation by advocates or lawyers.

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Appendix A: General Release Form

I, _____, authorize Kansas-Oklahoma Conference to contact any organization or individual that I have listed on my employment application or resume, or mentioned in job interviews and obtain from that organization or individual any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that the Conference might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with the Kansas-Oklahoma Conference.

Specifically, I am authorizing the release of any information about my performance, experience, capability, attitude, or other work-related characteristics that currently are in the possession of the following organizations or their managers or representatives:

In exchange for the K-O Conference's consideration of my employment application, I agree not to file or pursue any complaints, claims, or legal actions of any kind against any organization or individual relating to that organization or individuals provision of work-related information about me to the Conference or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal actions against the Kansas-Oklahoma Conference or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

Signed: _____ Date: _____

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Dispute Resolution Policy Complaint Form

The K-O Conference UCC has a Dispute Resolution Policy. It involves a process guided by a Conflict Resolution Facilitator that provides the opportunity for parties in conflict to discuss their differences openly and clearly with the hope of achieving a greater understanding of one another's interests.

A Conflict Resolution Facilitator will be appointed when the officer of the appropriate church Judicatory has received a signed Complaint Form.

A copy of the Complaint Form will be provided to the Conflict Resolution Facilitator and to the other person(s) or church body identified below as being involved in the conflict.

Otherwise, the Complaint Form will be kept in confidence by the limited number of church personnel who must know of the conflict in order to ensure that the process under the Dispute Resolution Policy is followed.

Complainant's name: _____

Address: _____ State: _____ Zip: _____

Telephone number: (day) _____ (evening) _____

Email address or Fax number: (if available) _____

If complainant is K-O Conference member, indicate name of congregation: _____

If complainant is ministry personnel, indicate name of association and/or church: _____

Please provide a very brief description of the nature of the conflict. This information will be used to assist in appointing the most appropriate Conflict Resolution Facilitator. Please also indicate the (approximate) dates when these events occurred.

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Dispute Resolution Policy Complaint Form (con't)

Name of other person(s) or church body involved in the conflict (the "respondent"):

Address(es) of respondent(s) _____ State: _____ ZIP: _____

_____ State: _____ ZIP: _____

_____ State: _____ ZIP: _____

Telephone number(s) of respondent(s): _____

What steps have you (the complainant) already taken to try and resolve this conflict?

Is your complaint, or any matter related to your complaint, already being dealt with or has it been dealt with by the K-O Conference in another place? If so, please describe briefly.

Do you have any special needs that are to be considered? For example, wheelchair access, interpreter, child care (indicate times), visual/hearing disability, etc.

Signed: _____ Date: _____

For Conference Minister or Conference President to complete:

Received by the _____ on: _____

Referred by the Personnel Committee to a CRF on: _____

Signed: _____

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Conflict Resolution Facilitator Appointment Form (Preliminary Diagnosis)

You *(insert name)* have been appointed by the Personnel Committee of the K-O Conference to fulfill the preliminary “diagnostic” duties of a Conflict Resolution Facilitator, under Sections 3.c) and 4.b) of the Dispute Resolution Policy of Kansas-Oklahoma Conference UCC, in the matter of the conflict set out in the Request for Conflict Resolution Assistance file *X (insert the File # assigned the case)*.

In accepting this appointment, you are volunteering your services in the Conflict Resolution Facilitator role. Reasonable and necessary expenses incurred by you in performing this role will be reimbursed.

In accepting this appointment you declare that, in good faith, you are not aware of any conflict of interest, real or perceived, between you and any of the parties in this matter. Should you become aware of such a conflict during the course of performing your functions as a Conflict Resolution Facilitator in this matter you will immediately report this development to the Personnel Committee. As required by Section 4.c) ii) of the Dispute Resolution Policy, you will report your opinion in the matter to the Personnel Committee *by (insert date)*.

Signed this day of _____

Signed:

Signed:

Conflict Resolution Facilitator

Member of Personnel Committee

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Conflict Resolution Facilitator Preliminary Diagnosis Report

File # _____ Date: _____

Conflict Resolution Facilitator Preliminary Diagnosis Report submitted by _____

I was appointed Conflict Resolution Facilitator in this matter on _____

After conducting preliminary meetings and discussions with the parties it is my opinion that: (check one)

- There should be some form of alternative dispute resolution with respect to the complaint.

I propose that the type of alternative dispute resolution be:

- consensus building
- mediation
- other:

I propose that the facilitation be delivered by:

- myself
- myself and another Conflict Resolution Facilitator (namely)
- the following type of facilitation: _____

In my view, the proposed facilitation will require (amount of time) _____

- There should not be some form of alternative dispute resolution process with respect to the complaint.

I further recommend that the pastoral care being provided be:

- continued
- adjusted as follows: _____

I understand that this report has the effect of a decision of the appointing Judicatory and is not subject to debate or appeal.

Conflict Resolution Facilitator

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Conflict Resolution Facilitator Appointment Form (Delivery of Facilitation)

You *(insert name)* have been appointed by the Personnel Committee of the K-O Conference, to deliver the conflict resolution facilitation, under Sections 4.d) and 5 of the Dispute Resolution Policy as adopted by Kansas-Oklahoma Conference UCC, and in the manner identified as appropriate by *(insert your name/name of other CRF completing preliminary diagnosis)* in the matter of the conflict set out in the Request for Conflict Resolution Assistance file *X (insert the ID# assigned to the case)*. In performing the Conflict Resolution Facilitator functions in this matter you will be working by yourself/in a team *with (insert name of other Conflict Resolution Facilitator) who is appointed separately to this matter*).

In accepting this appointment you are volunteering your services in the Conflict Resolution Facilitator role. Reasonable and necessary expenses incurred by you in performing this role will be reimbursed.

In accepting this appointment you declare that, in good faith, you are not aware of any conflict of interest, real or perceived, between you and any of the applicants and/or respondents in the matter. Should you become aware of such a conflict during the course of performing your functions as a Conflict Resolution Facilitator in this matter you will immediately report this development to the Personnel Committee .

The “specified report date” in this matter is *(insert date)*.

Signed this day of _____

Signed:

Signed:

Conflict Resolution Facilitator

Member of Personnel Committee

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Conflict Resolution Facilitator Final Report Form

File # _____ Date: _____

Conflict Resolution Facilitator Report submitted by _____

and (Co-Conflict Resolution Facilitator) _____

I was appointed Conflict Resolution Facilitator in this matter on _____.

After meeting with the parties involved I have determined that : *(circle one)*

A. A resolution to the conflict has been achieved and this matter can be closed. Attached to this report are details of the resolution that the parties have agreed can be shared and that I am authorized by the parties to include with this report.

B. I have reached the “specified report date” and have not been able to bring about a resolution to the conflict. I am requesting an extension of the report date to _____ because I am of the opinion that with this extra time a reasonable chance exists for a successful outcome. Please indicate to me in writing the concurrence of the Personnel Committee with this extension, which letter will constitute an amendment of the report date in the Conflict Resolution Facilitator appointment form.

C. I have not been able to bring about a resolution to the conflict. Therefore, under Section 5.5 of the Dispute Resolution Policy:

- the Personnel Committee who received the complaint shall provide a copy of it to the Conference Council; and
- the Conference Council shall take such action as it considers appropriate with respect to the complaint.

Statistical information

Type of conflict resolution intervention used:

- mediation
- consensus building
- other (describe:) _____

Number of hours spent with parties: Separately _____

Together _____

Other resources used by the CRF: _____

Process issues raised by this conflict that can be shared for learning and for development of the Dispute Resolution Policy.

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Authorized Volunteer Application and Disclosure Form

Page 1 of 2

Name: *Last First Middle*

Address: *Street City/ State/ Zip Code*

Daytime Phone/ Evening Phone/ Email

References: One reference should be related to you and the other references should not be related to you.

	1.	2.	3.
Name			
Address City/State			
Telephone/ Email			

Q I have been a member of this church since _____

Q I have been a friend of this church since _____

I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state) **Q True Q Not True**

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

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Authorized Volunteer Application and Disclosure Form

Page 2 of 2

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? Q Yes Q No *If yes, please provide a brief explanation.*

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize Kansas-Oklahoma UCC Conference and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

Kansas-Oklahoma UCC Conference authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Kansas-Oklahoma UCC Conference and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Kansas-Oklahoma UCC Conference will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Kansas-Oklahoma Conference UCC Safe Conference Policy.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18) DATE

Action	Performed By:	On (date):
Sex Offender Registry (www.nsopr.gov)		
Personal interview conducted by staff		
Personal interview conducted by staff		

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Employment/Authorized Children & Youth Volunteer Application and Disclosure Form Page 1 of 3

Name: *Last First Middle*

Address: *Street City/ State/ Zip Code*

Daytime Phone/ Evening Phone/ Email

References: One reference should be related to you and the other references should not be related to you.

	1.	2.	3.
Name			
Address City/State			
Telephone/ Email			

Q I have been a member of this church since _____

Q I have been a friend of this church since _____

I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state) **Q True Q Not True**

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Employment/Authorized Children & Youth Volunteer Application and Disclosure Form Page 2 of 3

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired. Q True Q Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct. Q True Q Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid drivers' license? Q Yes Q No

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance. Q True Q Not True

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? Q Yes Q No

If yes, please provide a brief explanation.

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Employment/Authorized Children & Youth Volunteer Application and Disclosure Form Page 3 of 3

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize Kansas-Oklahoma Conference UCC and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

Kansas-Oklahoma Conference UCC authorized volunteer and employee recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Kansas-Oklahoma Conference UCC and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Kansas-Oklahoma Conference UCC will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Kansas-Oklahoma Conference UCC Safe Church Policy.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18) DATE

Action	Performed By:	On (date):
Sex Offender Registry (www.nsopr.gov)		
Personal interview conducted by staff		
Personal interview conducted by staff		
Church membership for 6 mos. or association for 1 year confirmed		
Safe church awareness training and policy orientation		