



Compensation and Staffing News January 2021



UUA Office of Church Staff Finances Mission
 Guided by the values of our faith,
 we equip congregations for excellence as employers
 and their staff for financial competence and well-being.

You may need to click on continuation dots to view all articles and/or to see each one in its entirety.

UUA Compensation Standards

	LEGAL REQUIREMENTS	UUA RECOMMENDATIONS
SALARY & PAYROLL	Salary & Payroll Requirements <ul style="list-style-type: none"> • Wage law (federal, state, local) • Worker classification 	Salary & Payroll Recommendations <div style="display: flex; justify-content: space-around;"> <div style="background-color: #004a7c; color: white; padding: 5px;"> Process Policies & practices to promote equity & transparency </div> <div style="background-color: #004a7c; color: white; padding: 5px;"> Numbers Salary tables & Geo Indices </div> </div>
BENEFITS	Benefit Requirements <ul style="list-style-type: none"> • Retirement Plan laws & rules • Insurance Plans laws & rules 	Benefit Recommendations <div style="display: flex; justify-content: space-around;"> <div style="background-color: #004a7c; color: white; padding: 5px;"> Process Policies & practices to promote equity & transparency </div> <div style="background-color: #004a7c; color: white; padding: 5px;"> Numbers Recommended insurance & retirement plan contribution levels </div> </div>

Recap: The Shift from Guidelines to Standards

The pandemic dominated our lives last year (yours and ours), both personally and professionally. The new UUA Compensation Standards, introduced last February, did not get the attention they deserve. The graphic above is designed to help you understand the component pieces of the Standards. May this framework equip your congregation, as an employer, to live more fully into our Unitarian Universalist values.

Salary and Benefit Recommendations

[UUA Compensation Standards](#) are both a replacement for and an expansion of our longstanding Compensation Guidelines. The Guidelines were a set of quantitative recommendations: salary tables and geo indices for setting wages, and contribution levels for insurance and retirement benefits. *See the "Numbers" boxes on the far right of the graphic.* These recommendations are one component of the new Standards. But our Compensation Standards complement these numerically-based recommendations with two important additions – legal requirements and process guidance.

Legal Requirements

You might assume that congregations operate within the law when it comes to benefits and payroll, but

this is not the case. Rules and regulations are complex, and payroll matters are complex, and there is often no formal training for those with personnel-related responsibilities. Additionally, turnover among staff and lay leaders tends to cause gaps in institutional memory. All of this makes legal compliance an ongoing challenge, putting congregations at risk and negatively impacting employees.

We expect UU congregations to be faithful employers—faithful to the law as well as to our values. To provide clarity about legal must-do's related to the administration of benefits and payroll, we created two new checklists. Please make use of both the [Pay Administration Checklist](#) and the [Benefits Administration Checklist](#). (These are also available in Word on the [Compensation Standards](#) page.) See the left side of the graphic.

On the legal compliance front, many of you already use the [Benefits Tune-up Workbook](#). We hear from leaders how helpful it is in "decomplexifying" Plan requirements so that you can administer UUA benefit plans with confidence. We're making minor edits and publishing the 2021 edition in early February. (If you've been using the Workbook, the Benefits Administration Checklist will be a breeze.)

Process Guidance

Your congregation's compensation policies and practices represent an additional opportunity to practice your values within your walls. In late 2020, we further expanded our Compensation Standards by including [process-related recommendations and resources](#) to ground your compensation decisions in equity and transparency. Currently, the recommendations listed apply to wages only. We will add a benefits section in the future. See the "Process" boxes in the graphic.

Recap: Pandemic-Era Resources

After COVID-19 took hold, the UUA Office of Church Staff Finances published a number of new webpages and resources. We continue to update these as needed.

- [Congregations as Employers During the COVID-19 Pandemic](#) contains general information about supporting your employees during the pandemic.
- On the [Federal Policies and Actions Related to COVID-19](#) page, you will find resources on the various federal programs introduced in response to the pandemic. *This is where we will post information about the recently approved relief package, including the new round of Paycheck Protection Program loans. (Bear with us.)*
- [Congregational Staffing and Finances for July \(2020\) and Beyond](#) includes advice on retaining staff and managing finances in these challenging times.
- [Human Resources Questions about Virtual Operations](#) answers specific questions related to remote operations in areas including payroll, benefits, job descriptions, and equipment needs.
- [Self-Care and Staff Care: Support for Supervisors During the COVID-19 Pandemic](#) was written especially for those in supervisory roles.
- Our [Sharing Staff](#) page was developed to provide guidance for the increasing number of congregations pursuing staff-sharing arrangements. It includes a link to the [Congregational Collaboration Board](#), a new section of the UUA Jobs Board designed to connect congregations interested in sharing staff.



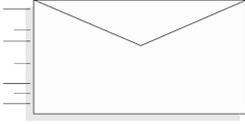
Recap: Support for Congregational Staff During Ministerial Transitions

In partnership with the UUA Transitions Office, we posted these resources in the fall for staff working with (or soon to be working with) an interim minister. We encourage staff to engage these as a team.

- [Interim Ministry: A Conversation for Congregational Staff](#) (30-minute video): UUA staff who support ministerial transitions talk about interim ministry and how congregational staff can be part of the transitional process.
- [Interim Ministry: A Primer for Congregational Staff \(PDF\)](#): This updated resource is designed to help congregational staff learn about interim ministry. It includes an FAQ section, a reading list, a reflection from a seasoned interim minister, and case studies.



Please Send Forms Electronically



The Office of Church Staff Finances team requests that all forms and documents be sent to us electronically. We are working from our home offices all over the east coast. Mail sent to our Boston headquarters is significantly delayed in reaching us.

Retirement Plan

- As always, distribution paperwork must be sent directly to TIAA by fax, upload to their dashboard, or US mail. Our staff cannot process withdrawal requests until they are deemed in good order by TIAA. See more on our [Withdrawals and Distributions](#) page.
- Employer Participation Agreements should be sent by email to RetirementPlan@uua.org to request authorization to implement.

Insurance Plans

- [Health Plan enrollment](#) can be done online.
- Forms related to Dental, Life, and Long-Term Disability can be emailed. (Contact our staff if you need a secure email option for transmitting sensitive information.)

UUA Office of Church Staff Finances
24 Farnsworth Street | Boston, MA 02210

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