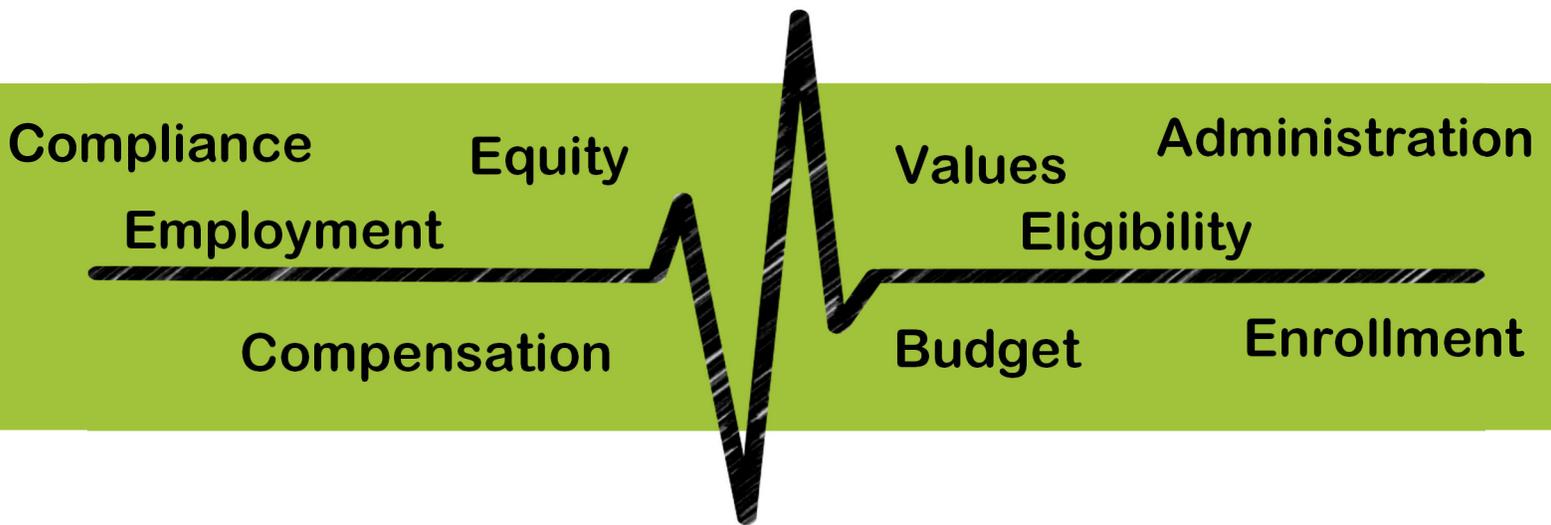




UUA Office of Church Staff Finances



Benefits Tune-up Workbook

Know Our Plans
Live Our Faith



7th edition, February 2024

February 2024

Dear Congregational Leaders:

Thank you for making our high-quality, values-based benefits available to your employees. Offering benefits helps you to attract and retain excellent staff and is a way of practicing justice, equity, and compassion within your walls.

Federal law and our Plan rules govern the participation of your employees in our Plans – not your personnel policies or individual employment agreements. You have made a commitment to honoring the terms of our Plans. These terms comply with IRS and other laws, and they represent our Association’s obligations to our Plan providers. Congregations and organizations that operate outside of Plan rules put their participation in our Plans at risk, jeopardize the UUA’s ability to offer these benefits, and may negatively impact their employees.

The Benefits Tune-up Workbook is designed to help you:

- Understand the basics of our benefit plans
- Ensure that you have good protocols in place for benefits administration
- Check that internal documents and policies are consistent with Plan rules
- Confirm that all is in order or be alerted to necessary adjustments

We introduced the Benefits Tune-up Workbook in October 2017 and received very positive feedback. Now in our 7th edition, we continue to improve and clarify. We urge all participating congregations to complete the Workbook annually – and whenever a new congregational leader becomes responsible. Then refer to this Workbook on a regular basis. Make completion of the Workbook a team effort among a small group of staff and lay leaders with personnel and onboarding responsibilities. We hope you learn something in the process.

In the interest of simplicity, this Workbook does not include all Plan details nor does it address every situation. See our Benefits, Compensation, and Aid Funds page for complete Plan information: <https://www.uua.org/finance/compensation>. Let us know how we can help you be a confident and reliable employer!



Rev. Richard Nugent, rnugent@uua.org
Director, Church Staff Finances

Please check in with us!

- Let us know that you’ve tuned up.
 - Send feedback about this Workbook.
 - Share something you’ve learned.
- <https://www.surveymonkey.com/r/ocsf tuneup>

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Part 1: Health Plan

1.1 Employer Subscription Agreement

We've located our Subscription Agreement for the UUA Health Plan! **Choose one:**

____ YES, we have it here.

____ NO. We couldn't find a copy onsite, but we wrote to InsurancePlans@uua.org and have now received the Subscription Agreement information from the Office of Church Staff Finances (OCSF) insurance plans staff.

Our Subscription Agreement is consistent with our current policies and practices regarding plans offered, when coverage becomes effective, and contribution policy for full- and part-time employees.

____ YES, our current Subscription Agreement information is accurate and complete. OR

____ NO, but we have submitted a new Subscription Agreement to reflect current policies and practices. (See <https://hipaa.jotform.com/212234330387045>.)

Where are we keeping our Subscription Agreement?

Who (what role) is responsible for knowing where the Subscription Agreement is kept?

Two other people who know where it is kept:

1. _____

2. _____

1.2 Our Commitments to Our Employees

A. According to our existing (or newly submitted) Subscription Agreement, we've elected to offer these plan designs (indicate all that apply):

Standard PPO benefits – Gold level plan

High-deductible PPO benefits – Silver level plan

High-deductible PPO benefits – Bronze level plan

Medicare supplement benefits (only for those with active Medicare in place)

B. We have chosen to make coverage effective (**Choose One**):

As of date of hire

First day of month following date of hire

First day of month following a waiting period of (choose one):

30 days of employment

60 days of employment

After 90 days of employment

C. We have agreed to contribute:

\$_____ or _____% for employee coverage, and \$_____ or _____% of the additional cost of family coverage. Or as follows: (Include if and how you adjust for part-time employees.)

1.3 Eligibility and Enrollment

_____ We understand that all **employees*** who are scheduled to work at least 750 hours per year (about 15 hours/week) for one or more participating employers are eligible for the UUA Health Plan.

This includes the following employees:

If you make the UUA Health Plan available to one employee, you must offer it to all eligible employees. However, you are not committed to paying the premium for all, or to paying the same percentage premium for each. (See 1.2, final question.) You may, for instance, choose to pay a higher percentage of the premium for 30- to 40-hour employees than for those with fewer hours. Of course, we urge equitable policies in this regard.

* An **employee** receives a W-2, not a 1099.

_____ We understand that employees must enroll within 30 days of date of hire or qualifying event. Otherwise, they must wait for Open Enrollment (typically during November).

Who is responsible for ensuring that new employees are given Health Plan enrollment info upon hire and that enrollment happens within no more than 30 days of hire or qualifying event? Who can double-check or be available as a backup?

_____ has primary responsibility. (Name and role.)

_____ is a backup.

_____ We understand that during Open Enrollment, all eligible employees have the opportunity to enroll in the UUA Health Plan or, for current participants, to move to a higher-level Plan. Who communicates to staff in October about November's Open Enrollment period for the following calendar year? Who is backup?

_____ has primary responsibility. (Name and role.)

_____ is a backup.

1.4 Ongoing Health Plan Administration

- A. We fill out the Splits Form (Contribution Report) annually, showing how premiums are split between the employer and each employee: <https://hipaa.jotform.com/212233803516144>.
- a. _____ has primary responsibility for completing the Split Form.
 - b. _____ is available as backup.
- B. Who communicates with UUA Office of Church Staff Finances about employee changes, including address changes and staff departures?
- a. _____ is primarily responsible for communicating to OCSF about any changes to employee information or employment status.
 - b. _____ is available as backup.

No changes can be made over the phone. Employee changes should be submitted by completing the Employee Benefits Change Form: <https://www.uua.org/finance/compensation/insurance-employee-changes>.

- C. _____ We understand that as participants in the UUA Health Plan, we must respond to any request for information from Plan auditors.

1.5 Consistency of Agreements and Policies with Plan Rules

_____ We've checked 1) our congregation's personnel policies and 2) all letters of hire and employment agreements for individual employees, to ensure that all references to the Health Plan are consistent with Plan rules.

Who checked? _____

Choose one:

_____ YES, we're all set.

_____ YES, and we found the following items that need to be changed:

Plan for making changes, including who is responsible:

1.6 Health Plan Reflection

Who helped complete this section of the Workbook? Does this include everyone named as a responsible party?

What did we learn from completing this section of the Workbook?

What are we doing differently going forward?

Date completed:

Please check in with us!

- Let us know that you've tuned up.
- Send feedback about this Workbook.
- Share something you've learned.

<https://www.surveymonkey.com/r/ocsftuneup>

Part 2: Group Insurance Plans

Dental, Life/AD&D, and Long-Term Disability

2.1 Eligibility and Enrollment

A. _____ We understand that all employees (not independent contractors) who are scheduled to work at least 750 hours per year (about 15 hours/week) for one or more participating employers are eligible to enroll in UUA Group Insurance Plans. **Note: interns are not eligible for Group Insurance Plans.**

This includes the following employees:

NOTE: If you make any of the Group Insurance Plans available to one employee, you must offer them to all eligible employees. However, you are not committed to paying the premium for all, or to paying the same percentage premium for each. You may, for instance, choose to pay a higher percentage of the premium for 30- to 40-hour employees than for those with fewer hours. Of course, we urge equitable policies in this regard.

B. _____ We understand that employees must enroll within 60 days of date of hire or qualifying event. **Otherwise:**

- **For Life and LTD**, they will need medical evidence of insurability and underwriter approval. ***It is extremely important that enrollment happens within 60 days of hire.***
- **For Dental**, they must wait for Open Enrollment (typically in November).

Who is responsible for ensuring that eligible new employees receive enrollment info upon hire and that enrollment happens within the 60-day window after hire or qualifying event? Who can double-check or be available as a backup?

_____ is responsible. _____ is backup.

During Open Enrollment, all eligible employees must be offered the opportunity to enroll in our Dental Plan. ***There is NO open enrollment for Life or LTD.*** Who communicates to staff about Open Enrollment each fall for the following calendar year?

_____ is responsible. _____ is backup.

2.2 Consistency of Agreements and Policies with Plan Rules

_____ We've checked 1) our congregation's personnel policies and 2) all letters of hire or employment agreements for individual employees, to make sure that all references to Group Insurance Plans are consistent with Plan rules.

Choose one:

_____ YES, we're all set.

_____ YES, and we found the following items that need to be changed:

Plan for making changes, including who is responsible:

2.3 Ongoing Group Insurance Plan Administration

A. _____ We understand that employee changes must be made in writing and are done by using this form: <http://www.uua.org/finance/compensation/insurance-employee-changes>. This includes address changes, changes in hours or salary, and departures.

_____ is responsible for communicating with OCSF staff.

_____ is available as backup.

B. _____ We understand that we get billed monthly, based on annualized wages for participating employees. See www.uua.org/finance/compensation/billing.

C. Who is responsible for tracking 1) qualifying events that deem an employee newly eligible, and 2) terminations or hours reductions that would make an employee no longer eligible?

_____ is responsible. _____ is backup.

D. _____ We understand that for Life Insurance beyond \$50,000 in coverage, a portion of the cost paid by the congregation must be imputed (added to taxable wages) as income on the employee's W-2 form as it is considered a taxable benefit. See:

<http://www.uua.org/finance/compensation/group/life/176232.shtml>.

E. _____ We understand that if Long-term Disability premiums are paid by the congregation (which the UUA recommends), the amount of the premium should be imputed (added to taxable wages) on the employee's W-2 form in order to ensure that any benefit paid out is not taxed. See:

<http://www.uua.org/finance/compensation/group/ltid/176239.shtml>.

2.4 Group Insurance Plans Reflection

Who helped complete this section of the Workbook? Does this include everyone named as a responsible party?

What did we learn from completing this section of the Workbook?

What are we doing differently going forward?

Date completed:

Please check in with us!

- Let us know that you've tuned up.
- Send feedback about this Workbook.
- Share something you've learned.

<https://www.surveymonkey.com/r/ocsftuneup>

Part 3: Retirement Plan

The Unitarian Universalist Organizations Retirement Plan (UUORP) is an IRS qualified 401(a)/401(k) defined contribution, multiple employer church retirement plan.

*In the interest of simplicity,
this Workbook does not include all Plan details,
nor does it address every situation.
This is especially true of the Retirement Plan.*

The Retirement Plan is now being recordkept by Empower. New processes were implemented for enrollment and remitting contributions and hours worked as of the transition to Empower in March 2023. Please make sure your procedures have adjusted to reflect the new processes. If you have questions, please reach out to RetirementPlan@uua.org.

ABOUT MINISTERS: While ministers are self-employed for Social Security purposes, they are **employees** for regular income tax and benefits purposes.

Only employees are entitled to employee benefits – not independent contractors (who receive 1099's).

3.1 Participation Basics

- A. ____ We understand that UU Employers that have adopted the Plan must abide by the Plan's provisions.

Who has verified consistency of the congregation's personnel policies and employment agreements with Plan provisions?

On what date did this occur? _____

- B. We understand that all W2 employees 18 years of age and older are eligible to participate in the UUORP. We have verified that ALL employees have been enrolled via the [Employee Data Online Input Form](#) or empdata CSV file and have account profiles at the recordkeeper (currently Empower). Everyone participating in the Retirement Plan is an employee, rather than an independent contractor. This means they receive a W2, not a 1099.

Choose one (on the next page):

3.1 Participation Basics, continued

___ YES

___ NO, and we're contacting the UUA Retirement Plan Team, RetirementPlan@uua.org, to learn how to rectify.

Specific workers in question:

Who verified this? _____

- C. We understand that our Employer Participation Agreement reflects our Board's commitments and elections. This key document is kept with other important plan administration materials. We know where it is located.

Choose one.

___ YES, we have it!

___ No, we couldn't locate it, but we've now received a copy from the OCSF Retirement Plan Team (RetirementPlan@uua.org) and can answer these questions:

Where is our Employer Participation Agreement kept?

Who is responsible for knowing where it is kept?

_____ (Name and role)

Two additional people who know where it is kept:

1. _____

2. _____

- D. When describing the Retirement Plan to new and prospective employees for any staff position, we exactly mirror the commitments documented in our existing Employer Participation Agreement and adhere to the Plan's definitions and rules.

___ Yes, we are clear and accurate in describing our Retirement Plan commitments to new and prospective employees.

___ We may have some inconsistencies. _____ (name) is contacting RetirementPlan@uua.org for assistance.

3.1 Participation Basics, continued

E. We acknowledge that our existing Employer Participation Agreement can only be amended effective January 1 and that those amendments must be communicated to the UUA Retirement Plan Team.

____ Yes, we understand that mid-year amendments are not permitted and have updated the UUA Retirement Plan Team with any changes we've made.

____ We have amended the Employer Participation Agreement and not informed the Retirement Plan Team. _____ (name) is contacting RetirementPlan@uua.org for assistance.

3.2 Our Commitments to Our Employees

A. According to our Employer Participation Agreement, each employee that has satisfied the [Year of Eligibility Service \(YoES\)](#) receives:

A Base Employer Contribution of ____% of compensation, and (choose one):

____ an Employer Match of ____% of compensation OR

____ no Employer Match

EVERY employee that has satisfied the [Year of Eligibility Service \(YoES\)](#) must receive the Employer Base contribution and any Employer match on salary deferrals up to the maximum elected on the EPA. The YoES is detailed in section 3.4 below.

B. Our Employer Participation Agreement indicates whether we have elected to Auto-enroll our employees upon hire. Auto-enrollment means that unless an employee elects otherwise, the congregation must deduct and remit a percentage of every employee's salary to their Empower account by default.

Choose YES or NO:

____ YES, according to our Employer Participation Agreement. we auto-enroll at ____% deduction and understand that Empower will send a notice to each W2 employee newly enrolled in the Plan through the empdata form. New employees understand that auto-enroll is the default, and that they will be given 30 days to elect a different deferral amount or decline altogether in their online account with Empower.

Who is responsible for ensuring that **all** employees are informed of auto-enroll?

Who is responsible for ensuring that auto-enroll contributions are remitted?

____ NO, we aren't Auto-enrolling. *However*, we do inform all employees about the Retirement Plan and enroll them using the empdata form. We alert them that they will receive an outreach

3.2 Our Commitments to Our Employees, continued

from Empower giving them the option to opt in or opt out of setting up pre-tax employee salary deferrals.

- C. Our Employer Participation Agreement shows that we make the following exclusions from the compensation base when calculating contributions
(Check all that apply):

- No exclusions
- We exclude Payment in lieu of FICA (for ministers)
- We exclude domestic partner gross-up
- We exclude the amount of imputed Life and LTD premiums

- D. We've confirmed that all types of contributions are being calculated and remitted in accordance with the Plan and our Employer Participation Agreement. We have confirmed that we always remit Elective Contributions as soon as practicable following the reduction in Participants' Compensation, but in no event more than 15 business days after the end of the month in which the reduction in Compensation is made.

YES, we're all set.

NO, and we're in touch with the Retirement Plan Team, RetirementPlan@uua.org.

Who is responsible for making this contact?

To change the terms of your Participation Agreement for an upcoming calendar year, contact the UUA Retirement Plan Team, RetirementPlan@uua.org.

3.3 New Hire Onboarding

- A. We have a process for ensuring that every new employee (age 18 or older) receives these Retirement Plan enrollment materials upon hire:

- [New Hire Retirement Plan Welcome \(PDF\)](#)
- [Summary Plan Description \(SPD\) \(PDF\)](#)
- [Annual Plan Notice \(PDF\)](#)
- A copy of our location's Employer Participation Agreement (EPA).

We understand that all employees (18 or older), *regardless of hours or length of service*, can authorize elective contributions from DAY ONE of employment.

We enroll all W2 employees upon hire.

Elective Contributions are the Employee's voluntary, pre-income tax, salary-deferral contributions. Each employee (age 18 and over) will have an Empower account where they can choose, change, or cancel elective contributions.

To add a new employee, make updates to an existing employee, or terminate an employee, please submit the [Employee Data Online Input Form](#) or complete and upload an empdata.csv file to the [Empower PSC](#).

3.3 New Hire Onboarding, continued

Choose one:

____ YES! Here's the person responsible and the process for providing this information to every employee upon hire and annually.

The following employees have authorized Elective contributions (name and date):

The following employees have declined Elective Contributions:

We verify that all employees have either opted into or opted out of pre-tax salary deferral contributions in their account profile at Empower

____ Yes, all employees have an election in their Empower profile

____ No, and _____ (name) is reaching out to the following employees without elections to ensure they enter their election even if \$0 in Empower (list employees):

____ NO, we haven't been doing this. We recognize that we have an operational error and we're contacting the Retirement Plan Team, RetirementPlan@uua.org.

Who is responsible for correcting this operational error?

- B. **Every time someone is hired**, we check to see whether that individual has already fulfilled the Year of Eligibility Service provision (see 3.4 below), indicating that we are to begin their employer contributions immediately. **Choose one:**

____ YES, and here's who is responsible for checking:

____ NO, and here's our plan for making sure this happens going forward:

3.4 Must Receive Employer Contributions: Year of Eligibility Service (YoES)

A. Understanding the Year of Eligibility Service (YoES)

_____ YES, we know that employees who have met the Plan's Year of Eligibility Service provision must receive employer contributions and that no one can "opt out" of receiving contributions due them.

_____ YES, we recognize that it is our responsibility, as the Employer, to ensure that the determination of satisfaction of the Year of Eligibility Service is handled properly and on a timely basis, with assistance from the UU Retirement Plan Team.

_____ YES, we enter hours for each active employee at Empower through the contributions process or the Vesting Update feature to assist in tracking the Year of Eligibility Service.

_____ YES, we understand that the Plan's Year of Eligibility Service provision is met when an employee (age 18 or older) fits any one of these criteria:

Contact the UUA Retirement Plan Team, RetirementPlan@uua.org, with questions about **Year of Eligibility Service**.

Hours of service *must be combined for employees serving more than one participating UU*

Determining Year of Eligibility Service (YoES) requirement:

MINISTERIAL FORMATION: An individual who has successfully completed a UU ministerial internship is qualified.

ALREADY ELIGIBLE: An employee that has previously met the Year of Eligibility Service provision while employed by another UU employer that offered the Retirement Plan is immediately qualified.

HOURS OF SERVICE: Has completed 12 consecutive months of employment, AND completed 1,000 Hours of Service* during the completed 12-month period reviewed:

- a. On the first anniversary of date of hire OR
- b. At the end of the calendar year in which the first anniversary falls OR
- c. At the end of any calendar year thereafter

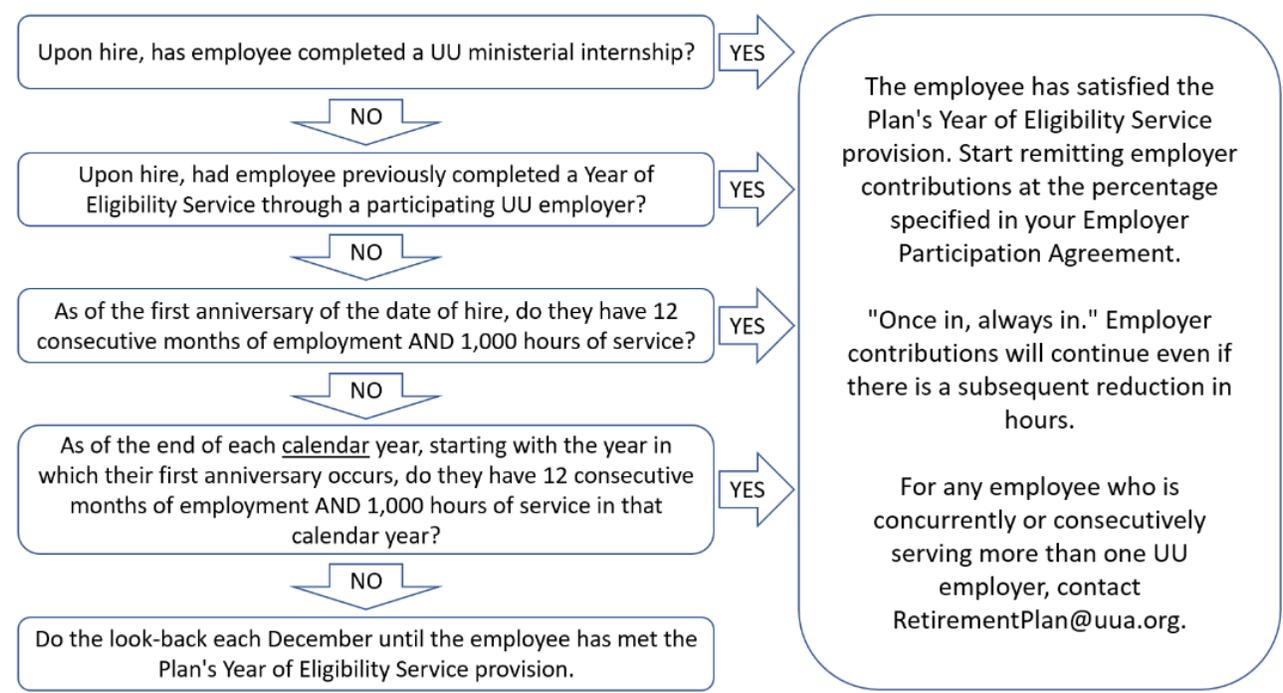
3.4 Employer Contributions: Year of Eligibility Service, continued

* **Important note:** If your employee works for two or more participating UU entities, either consecutively or concurrently, hours are aggregated. Please reach out to the UUA Retirement Plan Team at RetirementPlan@uua.org for help making a proper determination about eligibility.

_____ YES, we understand that once an individual has satisfied this provision, they never have to re-satisfy it, even if their hours are reduced or they go to work for another UU employer that offers the Plan. **Once eligible, always eligible.**

_____ YES, we know that we must enroll all W-2 employees aged 18 and over into the Empower platform so they can contribute on their own if they so choose, to receive employer base contributions once they have satisfied the YOES, and so we can enter their hours worked

Employer Contributions Flow Chart for Determining Eligibility



3.4 Employer Contributions: Year of Eligibility Service, continued

B. Highlighting Key Dates

_____ YES, we understand that there are 3 important dates on which to check (perform a "look-back") for satisfaction of Year of Eligibility Service:

1. **Date of Hire** (Already satisfied through prior UU service or ministerial formation?)
2. **1-year anniversary** of Date of Hire (1,000 hours completed?)
3. **End of EVERY calendar year** for all employees that have not previously satisfied (Starting the year of 1st anniversary. 1,000 hours completed?)

Two Important Reminders:

1. **Once eligible, always eligible.** After an employee satisfies the Plan's Year of Eligibility Service provision, through any one or more participating employers, they begin receiving employer contributions and will do so going forward – even if there is a subsequent reduction in hours or a move to another participating employer.
2. **All participating employers count.** If your employee works for two or more UU entities that participate in the Plan, please reach out to the Retirement Plan Team at RetirementPlan@uua.org for help establishing key dates.

Choose one:

The Empower platform will be used to help track satisfaction of YoES. As this process is being set up, it is important for congregations to continue to monitor YoES for employer contributions:

_____ We already have a reliable process in place for checking at these key times.

How do you keep track of the first look-back date on anniversary of date of hire?

Who is responsible for the look-back at the end of each calendar year? Backup?

_____ We are now putting in place this process for checking: (Who checks? How do you keep track of the date of hire anniversary look-back date and ensure that the look-back occurs at the end of every calendar year?)

_____ We have identified an issue and need to resolve it.

_____ will contact RetirementPlan@uua.org

3.4 Employer Contributions: Year of Eligibility Service, continued

C. All of our employees fall into these categories: (put every employee in a box.)

<p>Has satisfied the Plan's Year of Eligibility Service Provision and is receiving Employer Contributions. (These employees will continue to receive employer contributions even if hours are reduced.)</p>	<p>Will receive employer contributions after fulfilling the Year of Eligibility Service provision. (Include date on which to check for each employee.)</p> <p><i>(Name & Check Date)</i></p>	<p>Has not previously met Year of Eligibility Service provision and Won't complete YOES unless hours/yr increase in the future or they pick up hours, consecutively or concurrently, at another UU Employer that offers this Plan.</p>	<p>Eligible for salary deferral (employee contributions)</p> <p><i>(All W-2 employees age 18 and up)</i></p>

3.5 Empower Interactions

Empower is the Plan's Recordkeeper, as of March 2023. (TIAA was the previous recordkeeper). They are responsible for keeping records of enrollment, contributions, and how those contributions are invested.

Employers are not invoiced for contributions owed (per federal law). As the employer, you are responsible for calculating and remitting contributions and hours worked.

A. Who remits employer and employee contributions to Empower?

name

title

B. Who is the back-up person for contribution calculation and remitting?

name

title

C. The UUA knows who is responsible for remitting to Empower from our congregation.

Choose one:

_____ YES, the UUA's Retirement Plan Team already has the name(s) of our responsible remitter.

_____ YES, we have now verified or updated our remitter(s) by completing the [Empower Plan Service Center Users](#) Form.

D. We are successfully remitting contributions, hours, and ACH bank payment to Empower so that contributions can be properly posted

_____ We have reviewed the Knowledge Base [Plan Admin and Remitter Resources](#).

_____ We are unclear about the remittance process for funding and/or data.

_____ is contacting RetirementPlan@uua.org for assistance.

3.6 Consistency of Policies and Agreements with Plan Rules

_____ We've checked all letters of hire or employment agreements for individual employees, to make sure that all references to the Retirement Plan are consistent with the governing Plan's provisions and our Employer Participation Agreement.

Choose one:

_____ YES, we're all set.

_____ YES, and we found the following items that need to be changed:

_____ and

_____ is responsible for contacting RetirementPlan@uua.org.

3.7 Retirement Plan Reflection

Who helped complete this section of the Workbook? Does this include everyone named as a responsible party?

What did we learn from completing this section of the Workbook?

What are we doing differently going forward?

Date completed:

Please check in with us!

- Let us know that you've tuned up.
- Send feedback about this Workbook.
- Share something you've learned.

<https://www.surveymonkey.com/r/ocstuneup>

Part 4: Compensation Reminders & What's Next

4.1 Reminders

A. Health and Dental Plans

- All eligible employees (750 hours scheduled) must be offered the chance to enroll.
- If they miss the enrollment window (30 days Health, 60 days Dental), they must wait for Open Enrollment (November).
- Congregation's premium contribution does not need to be the same for all employees. (For instance, may be lower for part-time.) We encourage you to set an equitable policy.

B. Life/AD&D Insurance and Long-Term Disability Plans

- All eligible employees (750 hours scheduled) must be offered the chance to enroll.
- Enrollment window (60 days) critical! If missed, employee must get underwriter approval.

C. Retirement Plan

- Employers must inform every employee (age 18+) about the Retirement Plan upon hire; employees may enroll and authorize elective contributions regardless of hours.
- Employer contributions begin after an employee meets the Plan's Year of Eligibility Service provision. Once eligible, always eligible; check for prior qualification.
- Employer's Retirement Contribution is the same percentage for all employees who have satisfied the Plan's requirement, as is the Match offer, if you provide Matching.

4.2 What's Next

A brief checklist for your consideration

- Have you reviewed UUA [Benefit Recommendations](#) and the new [Congregational Salary Program](#), including the values-based checklist found in the Salary Process Guidance?
- Have you completed the Pay Administration and Benefits Administration checklists found on our [Compensation Standards](#) page? (The Benefits checklist is easy once this Workbook is done!)
- Are you providing annual cost-of-living adjustments? The third-quarter Consumer Price Index (CPI-U) increase from 2022 to 2023 was 3.5%. As you budget for staff salaries in the year ahead, consider that a 3.5% wage increase is needed to roughly maintain a typical employee's purchasing power.
- Are employees progressing through the salary range for their position? (Employees should reach midpoint in no more than 5 years if starting at the minimum recommended salary.)
- Are employees evaluated annually by their supervisor (to complement regular supervisory conversations about goals, needs, progress, etc)?
- Do all employees have job descriptions? Are these reviewed and adjusted as needed, as part of the annual evaluation process?
- Do you provide appropriate [professional expenses](#) to your staff?
- Has your congregation sought guidance from a UUA [Compensation Consultant](#) during the past five years? (No charge.)
- How can the Office of Church Staff Finances assist you? Email Comp@uua.org.