

## **President Benefits Summary Addendum (revised September 8, 2022)**

*With the exception of the provisions below, the President receives the same benefits according to the same provisions outlined in the Benefits Summary, the UUA Employee Manual, and benefits plan documents, as all other regular (not temporary or newly hired), full time, salaried UUA staff. These terms apply to a single person serving full-time as President.*

### **Salary**

The UUA Board of Trustees sets the salary and any deviations from standard benefits for the UUA President.

The President's salary will be reviewed and potentially adjusted in the year prior to a Presidential election. During a President's term, the President's salary and benefits will change according to regular cost of living adjustments (COLA) and other parameters approved for the rest of staff. The Board may review the President's salary and benefits during a President's term if warranted and in dialogue with the President.

The UUA Board of Trustees reviewed the President's salary in February 2022 with data provided by the UUA Director of Human Resources and the UUA's compensation consultants. In setting the salary, the Board aimed for the mid-point of comparable non-profits based on national data. The President's compensation for FY 2024 will be at least \$260,000 and will be finalized to include any relevant COLA included in the FY24 budget adopted by the Board in April 2023.

If a President is an ordained minister, then as with other ordained ministers working on the UUA staff, a portion of this salary may be set aside annually as a housing allowance; and, they will receive an additional 7.65% of salary as an offset for their FICA costs as the UUA does not contribute the employer portion of FICA for clergy.

A former president is not eligible for a COLA or other salary or benefits increases or reductions during their sabbatical time, unless required by benefits plan documents.

### **Paid Time Off**

#### **Vacation**

The President receives the maximum number of vacation days that accrues from their start date at the maximum accrual amount according to the UUA Employee Manual. The President is immediately eligible to use accrued vacation. Unused vacation each year will roll over.

As of the 2023 fiscal year, the maximum vacation is 20 days (140 hours) which is accrued at the rate of 5.83 hours per pay period (twice a month). Per UUA policy, once the employee has 140 hours accrued, accruals stop until the balance drops below 140 hours.

If a current UUA staff person is elected to the office of President, any unused vacation, within the limits set by the UUA Employee Manual will roll over.

The President's time off, except for leaves of absence, is approved by the Controller and regularly reviewed by the chair of the Audit & Risk Committee.

## **Sabbatical**

A President shall receive a 12 month paid sabbatical at the conclusion of a full term(s) of service.\* Any President serving less than a full term, but at least three years in office, shall receive 9 months of sabbatical, provided there is no ethical misconduct by the President. For any President serving less than three years, there will be no provision for sabbatical and the personnel provisions for severance from the *UUA Employee Manual* shall apply.

The former president does not accrue vacation time during their sabbatical. Any accrued, but unused Vacation Time from the President's active service will be paid out at the end of their active term before their sabbatical begins.

\*Currently, President's service is limited to one six-year term. Given the length of term, or number of terms allowed, could change, this clarifies that the one-year of sabbatical is due to any President completing one or more terms in office.

## **Leaves of Absence**

The *UUA Employee Manual* allows for leaves of absence under reasonable circumstances. A leave of absence for the President should be requested by the President from the Moderator(s) of the Board. The Executive Vice President and Director of Human Resources should be consulted when a leave of absence is being considered for the President. Final approval of a leave of absence should be made by the Board, based on the recommendation from the Moderator(s). Every effort should be made to protect privacy and the Board's approval should not require full details of the situation, just a high-level summary and recommendation(s) from the Moderator(s). This process applies to both paid and unpaid leaves of absence.

## **Family Leave and Parental Leaves**

### **Family and Medical Leave**

Family and Medical Leave shall follow the guidelines outlined in the *UUA Employee Manual*. *However, the President shall be immediately eligible for 12 weeks of paid Family and Medical leave.*

In alignment with the *UUA Employee Manual*, Family and Medical Leave and Parental Leave should be communicated with as much notice as possible to the Board of Trustees, the Executive Vice President and the Director of Human Resources, and with at least 30 days notice of anticipated departure and return dates unless circumstances prevent such notice.

## **Expenses**

### **Travel Expenses**

The President's travel and expenses are set according to regular budgeting processes. The President's travel and expenses are provisionally approved by the Controller and regularly reviewed by the chair of the Audit & Risk Committee

### **Moving Expenses**

If the President moves to the Boston area, moving expenses will be reimbursed per current UUA policy as outlined in the *UUA Employee Manual*.