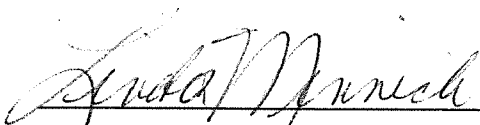


Unity North Atlanta  
 Policy and Procedure

Policy Name: Licensed Unity Teacher Compensation	Date Created: October 15, 2015
Policy Number: UNAC-150003	Date Approved: November 12, 2015 Date Renewed: December 6, 2018
Category: Financial	Expiration Date: December 6, 2021
	Approved by: Policies & Procedures Committee Finance Committee Board of Directors

**Purpose of Policy:** This policy addresses teacher compensation for Licensed Unity Teachers (LUTs) at Unity North Atlanta. Unity North Atlanta LUTs work under the direction of the Senior Spiritual Leader. LUTs are responsible for developing and teaching Spiritual Education and Enrichment (SEE) classes at Unity North Atlanta. These classes are comprised of SEE students as well as members of this and other congregations.

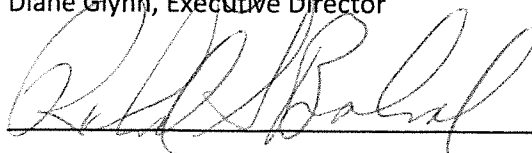
1. Each SEE student must register on Unity Institute’s Online’s Quick Admit system and pay the required fee. This is a continuing education fee for Unity Institute.
2. Each student (SEE credit and non–credit) will register for the class online through the Unity North website and pay the appropriate class fee. This is a class registration fee for Unity North.
3. At the end of the class schedule (typically 4-5 weeks), a Love Offering will be taken and the total of that Love Offering will be given to the LUT. Monies received will be placed in the safe by the LUT and posted through the Accounting Department. A check will then be cut for the LUT.

  
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 Linda Minnick, Board Chair

12/13/18  
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 Date

  
 \_\_\_\_\_  
 Diane Glynn, Executive Director

12/10/18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Richard Burdick, Senior Spiritual Leader

12/10/18  
 \_\_\_\_\_  
 Date