

Personnel Committee

Purpose

1. To ensure that church personnel policies and procedures are up to date and consistent with best practices of the UUA and other employers.
2. To ensure that church personnel policies and procedures are communicated to employees and church leaders.
3. To ensure that church personnel policies and procedures are followed by employees and church leaders.

Membership

1. A member of the Board of Trustees serves as a liaison.
2. The Board of Trustees appoints an individual to serve as Chair.
3. The Chair and the Board of Trustees recruit volunteers with expertise in human resource to serve a two-year term on the committee. The committee shall include at least three members. The committee shall not include the Minister, members of the church staff, or their family members.

Meetings

1. Committee meetings are held at least quarterly.
2. The Committee meets with staff at least semi-annually.

Functions

1. To ensure that church personnel policies and procedures are consistent with best practices of the UUA and other employers, the Committee regularly reviews the following areas and recommends changes to the Board of Trustees as necessary:
 - a. Performance Appraisal
 - b. Compensation and Benefits
 - c. Job Descriptions
 - d. Employee Complaint Process
 - e. Disciplinary Action Process
2. To ensure that church personnel policies and procedures are clearly communicated to employees and church leaders, the committee ensures that:
 - a. The personnel policies and procedures in the church's Operating Handbook are up to date.
 - b. The Personnel Policies Manual provided to employees is up to date and receipt is acknowledged by each employee when significant changes are made.
 - c. Current copies of the church Operating Handbook and Personnel Policies Manual are maintained in the church office and on the church web site.
3. To ensure that church personnel policies and procedures are followed by employees and church leaders the Committee will:
 - a. Provide the Board of Trustees with a written report following each meeting.
 - b. Meet at least semi-annually with all staff to proactively identify problems, or policies and procedures that are unclear or require updating.
 - c. Support the performance appraisal process.
 - d. Provide advice to the Board of Trustees and answer questions related to personnel issues.
 - e. Assist with other personnel actions as needed.