

Human Resources Committee Charter

HUMAN RESOURCES COMMITTEE CHARTER

The Human Resources Committee is a standing board committee of UCDSM.

MISSION

To ensure the personnel policies and procedures of First Unitarian are current, comprehensive, and fair and equitable, and ensure the staff are treated with respect and to ensure appropriate congregational input in regard to staff hiring and evaluations. Committee members will observe strict confidentiality on matters related to specific personnel, sharing such information only as needed with the Board and Senior Minister.

MEMBERSHIP

The committee is composed of 3 current board members appointed by the full board for a term of one year. Members may be reappointed. The Chair will serve for at least one year. It is preferable for members to have some experience in handling personnel management issues, and/or knowledge of personnel policies in their career areas. The Senior Minister is an ex-officio member of this committee, like all other committees, with non-voting rights.

LEADERSHIP

The committee selects its chair by a simple majority vote. The Board approves the selection. The Chair, as appropriate, will coordinate with the Board, Senior Minister, Director of Finance and Administration, Ministerial Review Committee, and Financial Oversight Committee. There is sharing of responsibility for personnel issues among the Board, Senior Minister, and the Human Resources Committee.

ACTIVITIES, DUTIES, RESPONSIBILITIES

- Request Board approval for new or revised staff benefits, and changes in personnel policies and procedures.
- Participate in the recruiting, hiring, on-boarding, and departure of staff and in resolution of personnel issues. The Committee does not independently hire, evaluate or terminate staff members.
- Review and assist in creating the Personnel Policies and Procedures Manual to include developing new policies/procedures as appropriate.
- Review and assist in creating position descriptions developed by Senior Minister or Board to ensure they address all appropriate information and accurately reflect reasonable expectations and offer recommendations.
- Develop a set of guidelines to be used by all search committees for non-ministerial positions.
- Assure that each search committee has a designated person who keeps the Human Resources Committee apprised of progress. HR Committee will review all position applicants and recommend up to 3 for consideration.
- Make a recommendation to the Senior Minister as to whether to approve the candidate chosen.
- Write the formal job-offer letters to any approved candidates for church positions to be signed by Senior Minister. Follow up with signed letters of agreement.
- Use performance evaluation instruments and ensure correlation with the Senior Minister regarding position descriptions.
- Assist with the grievance process to resolve employee problems that arise between supervisor and staff, as requested by the Board and/or Senior Minister.

- Address special personnel concerns with the Board as needed, requesting an executive session to do so if appropriate.

MEETINGS

The committee will meet four (4) times a year and more frequently if needed.