

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. 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.

Committee Organization

Number of Members, Qualifications, Terms: The committee is composed of 3 current board members, including the chair. 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.

Selection Process and Roles of Leader and Members

The committee selects its chair by a simple majority vote. The Board approves the selection. The Board identifies potential members and selects new members by a simple majority vote; the Board approves new committee members. The Senior Minister is an ex-officio member of this committee, like all other committees, with non-voting rights.

Meeting Schedule

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

Reporting Relationship

Other key staff or committees with which to coordinate: The Human Resources Committee, 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.

Accountabilities

Consistent with First Unitarian's policies, the Committee agrees to decide, provide or deliver the following ongoing roles and results.

1. Reinforce and support success of First Unitarian's Mission, Vision and Covenant.
2. Report progress updates to Board / Senior Minister as agreed.
3. Request Board approval for new or revised staff benefits, and changes in personnel policies and procedures.
4. 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.
5. Review and assist in creating the Personnel Policies and Procedures Manual to include developing new policies/procedures as appropriate.

6. 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.
7. 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.
8. Make a recommendation to the Senior Minister as to whether to approve the candidate chosen.
9. 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.
10. Assist with the grievance process to resolve employee problems that arise between supervisor and staff, as requested by the Board and/or Senior Minister.
11. Address special personnel concerns with the Board as needed, requesting an executive session to do so if appropriate.
12. Provide a written status report to the Board annually at the end of each church year that summarizes staff hires and departures, new and/or revised personnel policies, personnel issues the committee addressed, and committee recommendations.