

V. PERSONNEL COMMITTEE

1. MISSION

The Personnel Committee's mission is to compensate and treat those who work and care for our congregation generously, fairly, and respectfully. This mission is consistent with the Principles of the UUA Covenant, our congregation's annual request for generous pledging, and the UUA's personnel compensation and salary policy guidelines.

2. PURPOSE

The UUCSC Personnel Committee recommends and maintains staff policies, procedures, and practices in order to promote harmonious and productive relations between staff and congregation. The Personnel Committee facilitates a staff needs assessment and performance evaluation annually. The Personnel Committee ensures that the UUCSC is staffed appropriately with qualified personnel who meet or exceed performance expectations, and demonstrate commitment to the UUCSC and its work.

3. MEMBERSHIP/COMPOSITION

- • Membership: five at-large, one member from Board. See Bylaws, ARTICLE 8, Part B.3
- • Terms: chair is limited to 3 terms, see Bylaws ARTICLE 8 Part B.1
- • Preferred interests & expertise for positions: some experience with labor relations
- • Descriptions of positions: chair leads meetings, sends meeting notices and agendas, corresponds with Board members and writes monthly Board report; one member serves as recording secretary (needs a computer-preferably a laptop)

4. FUNCTIONS

- • Schedule—See Calendar for scheduled tasks and responsibilities
- • Set Annual Focus and Direction
- • Review past actions and calendar annually
- • Monthly committee/staff check-ins
- • Facilitate annual needs assessment
- • Prepare contracts
- • Facilitates annual evaluations
- • Submit contract proposals to UUCSC Board
- • Prepare and send copies of final contracts for signatures
- • Supervise hiring for new employees
- • Address personnel issues as they arise. Committee is available for mediation as needed.

Last Revised 11/14/2018