

2021-22 Personnel Committee Annual Report

Submitted by Elizabeth Dalton Chairperson

For presentation at the UUCSC Annual Congregational Meeting, June 12, 2022

Membership:

Elizabeth Dalton, Chairperson
Susan Pavlow, Member
Clare Sartori, Member
Nick Smith, Member
(one seat vacant)

Purpose:

The Personnel Committee ensures that the UUCSC is staffed appropriately with qualified personnel and demonstrate commitment to the UUCSC and its work. We recommend and maintain staff policies, procedures, and practices between the staff and congregation. Annually, the Personnel Committee works with the UUCSC Board of Directors to review staff contracts and to develop contracts for the upcoming year. Each contracted staff member has a Personnel Committee liaison as a resource and advocate for any issues that may arise.

2021-2022 Activities:

Staff Hirings: In 2021-22, the Personnel Committee assisted in securing the hiring of 2 new staff members: Reverend Denis L. Paul, Contract Minister, and Sara Kaplow, Congregational Administrator.

Staff Contracts: In 2021-22, the Personnel Committee assisted in development and review of contracts for continuing staff: Michael Galib, Music Director, and Lee Cowan, Director of Religious Exploration. Additionally, the Personnel Committee assisted with the development, review, and implementation of contracts for all continuing staff, in conjunction with the Finance Committee and the BOD. Continuing Staff include: Rev. Denis Paul, Michael Galib, Lee Cowan, and Sara Kaplow. Hourly staff (Bookkeeper & nursery aides) work under letters of agreement.

Meetings: In 2021-22, the Personnel Committee met regularly (approximately every 2 months) to review personnel status, work at hand, and any issues or problems to be addressed. Most meetings were held via Zoom, with addition of an April Personnel Committee Retreat.

Personnel Policy Manual (PPM): The Personnel Committee conducted a comprehensive review of the PPM and developed recommended updates to the current manual. The new updated version of the PPM will be available for use at the start of the 2022-23 UUCSC year (July 1, 2022).

Proposed for 2022-23:

Comprehensive Policy Handbook Review: UUCSC has numerous policy handbooks that supplement the PPM, and the Personnel Committee will review each one to develop and produce updated versions of each of these policy handbooks.