

**2022-23 Personnel Committee Annual Report**  
Submitted by Elizabeth Dalton, Chairperson  
Prepared for the UUCSC Annual Congregational Meeting, June 2023

**Membership:**

Elizabeth Dalton, Chairperson  
Susan Pavlow, Member  
Clare Sartori, Member  
Ann Seemann, Member  
Nick Smith, Member

**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. The PC is not responsible for oversight of or negotiation with the minister. This responsibility is shared by the Board and Committee on Ministry.

**2022-2023 Activities:**

Staff Contracts: In 2022-23, the Personnel Committee worked cooperatively with the Financial Committee and the Board of Directors in the development/review/revision/implementation of contracts for continuing staff: Michael Galib, Music Director; Lee Cowan, Director of Religious Education; Sara Kaplow, Congregational Administrator; and Susan Rogala, Bookkeeper. Additionally, the Personnel Committee assisted with the development and implementation of letters of agreement for UUCSC nursery aides, in collaboration with Lee Cowen and the Board. While Personnel is not directly involved in the development/revision of the Minister's contract, Personnel is available to assist the Board on this issue, as needed.

Meetings: In 2022-23, the Personnel Committee met regularly (approximately every 2 months) to review personnel status, current work needed according to the Personnel Committee calendar (available in the Personnel Committee Handbook on the UUCSC website), and any issues or problems to be addressed. Meetings were held on Zoom or in person, depending upon need and member availability.

Handbook Review and Development/Revision: The Personnel Committee supports the work of the staff and the various committees involved with the staff. To this end, 5 Handbooks are available with concise information outlining the work of these committees in collaboration with staff. All Handbooks are available on the UUCSC website. This year, the Personnel Committee Handbook was developed and the RE Director & Committee Handbook was reviewed and revised. Both Handbooks were approved by the BOD on 5/17/23.

**Proposed for 2023-24:**

Comprehensive Policy Handbook Review: The Personnel Committee will review and revise the remaining Handbooks, which include the Congregational Administrator Handbook, the Search

Committee Handbook, and the Music Committee Handbook. Updated versions of each of these handbooks will be presented to the BOD for approval and once approved, will be posted to the UUCSC website. Such document reviews, contract work, staff liaison work, and regular meetings will continue to take place throughout 2023-24.