

UUCSC
Personnel Committee
Handbook

Finalized 2023
Board Approved 5.17.23

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.

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.

MEMBERSHIP/COMPOSITION

- Membership: five at-large, one member from Board. See Bylaws, ARTICLE 8, Part B.3
- Terms: chair is limited to 3 consecutive one-year terms. See Bylaws ARTICLE 8 Part B.1
- Preferred interests and expertise for positions: some experience with labor relations
- Descriptions of positions: chair leads meetings, sends meeting notices and agendas, corresponds with a Board representative, reports to the Coordinating Council, and writes the annual report. One member serves as recording secretary (needs a computer-preferably a laptop)

FUNCTIONS

- Set and follow schedule—See Calendar for scheduled tasks and responsibilities
- Set Annual agenda
- Review past actions and calendar annually
- Hold regular committee/staff check-ins
- Facilitate annual needs assessment
- Collaborate with FinCom, etc. to prepare and submit proposed contracts to Board
- Facilitate annual evaluations
- Post Annual Meeting, prepare and send final staff contracts for staff & Board signatures
- Supervise hiring of new employees. Represent Personnel Com on all search committees
- Address personnel issues as they arise. Committee is available for mediation as needed.

CALENDAR (subject to change)

- **September**
- Create meeting schedule
- Review calendar
- Assign committee tasks

- **October**
- Review Personnel Policy Manual, committee handbooks, and job descriptions
- Verify with Minister that staff members have written and submitted their personal goals

- **November**
- Notify the following committees/staff; Music/MD, RE/DRE, Congregational Administrator, to review needs and submit needs assessments to Board/Finance Committee by January.

- Hold **December/January** meetings as needed.

- **February**
- Chair verifies with the minister that the annual staff evaluations will be completed by 3/15 and signed by 3/21.

- **March**
- Review proposed budget for staff (from FINCOM)
- Monitor annual staff evaluation progress: completed by 3/15; signed by 3/21
- Meet with staff members in preparation for next year's contracts

- **April**
- Review contract templates
- Minister notifies the Board and the PC that the staff evaluations have been completed and filed 7 days before the Board meeting

- **May**
- Obtain financial data projections for contracts
- Verify or revise projected contracts before annual UUCSC business meeting
- Chair writes and submits Annual Report for Congregation's annual business meeting

- **June**
- Ensure finalized and signed contracts following the annual UUCSC business meeting and passage of budget
- Resolve any outstanding issues