

2023-24 Personnel Committee Annual Report

Submitted by Elizabeth Dalton, Chairperson

Prepared for the UUCSC Annual Congregational Meeting, June 2024

Membership:

Elizabeth Dalton, Chairperson

Susan Pavlow, Member

Clare Sartori, Member

Ann Seemann, Member (through 3/1/24)

Nick Smith, Member

Note: we are seeking one new committee member

Purpose:

The UUCSC Personnel Committee (PC) recommends and maintains staff policies, procedures, and practices to promote harmonious and productive relations between staff and congregation. The PC facilitates staff needs assessments and performance evaluations annually. We ensure that the UUCSC is staffed appropriately with qualified personnel who meet or exceed performance expectations and demonstrate commitment to the UUCSC and its work, and we serve as liaisons to the staff. The PC supports and is part of every staff hiring process, but we are not responsible for oversight of or negotiation with the minister. This responsibility is shared by the Board and Committee on Ministry.

2023-2024 Activities:

Staff Contracts: In 2023-24, the Personnel Committee worked cooperatively with the Finance Committee and the Board of Directors in the development/review/revision/implementation of contracts for the following continuing staff: Michael Galib, Music Director; Lee Cowan, Director of Religious Education; Sara Kaplow, Congregational Administrator; and Susan Rogala, Bookkeeper, as well as implementing the Letter of Agreement for Karen St. Peter, who now is serving as our new Financial Administrator. Due to Karen's hiring late in the fiscal year (March 2024), it was agreed by the Board and Personnel that a Letter of Agreement would be used until new staff contracts are implemented following the 2024 Annual Meeting. Additionally, the Personnel Committee assisted in 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.

Staff Changes:

Susan Rogala, Bookkeeper, resigned for personal reasons. Karen St. Peter has been hired as Financial Administrator.

Jenny Rebecca, Senior Nursery Aide, resigned for other employment. Simon Travis was promoted to Senior Nursery Aide.

Meetings: In 2023-24, 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), assist in staff search and hiring processes, and address any staff-related questions or other issues. Meetings were held on Zoom or in person, depending upon need and member availability.

Handbook Review, Development and 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 Congregational Administrator Handbook, the Music Committee Handbook, and the Search Committee Handbook were reviewed, updated, and revised to reflect current policies and practices of UUCSC and the PC. Handbooks were approved by the Board and are available on the UUCSC website.

UUCSC Background Check Policy Review: This year, it was determined that the policy that was in use at UUCSC for background checks was no longer correct with regard to the state guidelines and needed to be updated, as background checks are required for all staff and volunteers who work with children on a regular basis. The PC, with help from the Congregational Administrator and the Director of Religious Education and Exploration, researched Rhode Island guidelines and other professional guidelines for background checks, and consulted UUA materials. A new version of the UUCSC background check statement was developed by the PC, and was approved by the Board at the February meeting. This statement replaces all prior background check references in all UUCSC policies and materials. Special thanks to Nick Smith and Susan Pavlow for their efforts in accomplishing this important work.

Proposed for 2024-25:

Continuous Policy Handbook Review: The Personnel Committee will continue to monitor the timeliness of all PC manual and handbook materials and will revise and update as needed.

Staffing replacements: Due to growth in the RE program and the loss of one staff person to other work, the PC will work with the RE Director, the RE Committee, and the Board to identify and hire qualified support staff for the RE program.

PC member replacement: The PC sincerely thanks Ann Seemann for her fine service on our committee – and we will miss her important contributions to our work. We seek one individual who is interested and available to help in carrying out the work of the PC. Experience relating to human service is helpful, but not necessary. Interest in helping UUCSC in a very tangible way is the only requirement. We welcome all inquiries – just speak with any PC member. Thanks!