

Personnel Committee Responsibilities

Mission Statement

The Mission of the Personnel Committee is to support the Board and the staff by assisting with human resource related tasks including calculating benefit cost changes, reviewing salary recommendations, assuring staff evaluations are completed, and human resource issues.

Committee Members

The Personnel Committee consists of three members:

- Personnel Committee Chair - serves for a three year term which is renewable. Suggestions for the Personnel Committee Chair will be provided to the Board by the Lay Leadership Committee before the May Board meeting. The Board will consider these recommendations and recruit the Personnel Committee Chair of their choice. The Chair Position term starts in July. (The beginning years follow the sequence 2014, 2017, 2020).
 - If the Personnel Committee Chair is not able to complete her/his term, the Board will instruct the Lay Leadership Committee to provide one or more nominations for a replacement as soon as possible. From these nominations, the Board will select someone to the position. The term of office for the replacement will be to complete the term of the resigning person.
- Administration Liaison - serves on the Personnel Committee while on the Board. The Administration Liaison position is a two year term starting in odd years.
- Committee Member – serves for a three year term which is renewable. The minister in consultation with the rest of the UUC staff will recommend one or more candidates to the Board before the May meeting. The Board will then recruit the staff-recommended Personnel Committee Member from those recommended. The Committee Member term starts in July. (The beginning years follow the sequence 2015, 2018, 2021 ...).
 - If the staff- recommended-committee member is not able to complete their term, the minister will recommend a replacement. The term of office for the replacement will be to complete the term of the resigning person.

Responsibilities

The Personnel Committee's responsibilities include the following tasks:

- Set salary structure and review suggested salaries to ensure they meet the salary structure guidelines.

- Non-ministerial staff salaries - For non-ministerial staff the minister will submit salary recommendations to the Personnel Committee and if reasonable the Personnel Committee will forward them to the Finance Committee.
 - Minister's Salary - For the minister the Committee on Ministry will submit salary recommendations to the Personnel Committee and if reasonable the Personnel Committee will forward them to the Finance Committee.
- Provide benefit management
 - Review current benefits and any new benefit proposals annually and provide the Finance Committee with cost and rationale information.
 - Monitor benefits including ensuring information on benefit cost changes is available to the treasurer in a timely fashion e.g., UUA health insurance and dental insurance premium costs change in January and the amounts need to be provided to the treasurer before the Jan 15 pay checks.
- Ensure staff evaluations are completed annually
 - The Minister is responsible for non-ministerial staff reviews
 - The Board and the Committee on Ministry each do a ministerial review.
- Periodically review and update the Personnel Policy Manual (which is Section 2.2 of the UU Congregation: Policy Manual) for Board approval.
- Act as a grievance committee for non-ministerial staff concerns following the process outlined in Section G. "Resolution of Employee Complaints" of the Personnel Policy manual (The Personnel Policy Manual is Section 2.2 of the UU Congregation: Policy Manual.)
- Support the Board and Staff with personnel related tasks, questions and concerns as mutually agreed upon.

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