

# PERSONNEL COMMITTEE CHARTER

## PURPOSE

The basic responsibilities of the Personnel Committee are the following: to create job descriptions, performance standards and evaluation forms for the non professional employees, to conduct the hiring of these staff, to serve on a Work Relations Committee if asked to and to periodically review and revise if necessary the Employee Handbook.

## RESPONSIBILITIES and DUTIES

### JOB DESCRIPTIONS

The job descriptions written are for the following positions: Office Manager/Secretary, Custodian and Child Care Worker. These are periodically reviewed and/or updated with change of personnel or change of number of scheduled hours or expected duties. Also assistance in writing job descriptions and evaluation forms and assistance in the hiring process can be provided for the Religious Educator, Music Director and the Music Accompanist.

### HIRING

The Personnel Committee will conduct hiring for the above positions, when requested by the Board of Trustees.

- Advertising is done in Scope and on the Infonet, though hiring of a members of the Unitarian Universalist Church is prohibited, and hiring of relatives of a member(s) is discouraged. Advertising can also be done on the no cost Workforce or Work Net sites.
- The prospective employees are interviewed by 2 or more members using the same questions and a point system.
- The prospective employee with the highest number of points will have a reference and background check. The name of the prospective employee with a positive reference check and a negative background check will be is given to the President of the Board or to the Board of Trustees. With their approval, the prospective employee will be offered the position by a member of the Personnel Committee. Employees are not hired by the Personnel Committee, but will be hired by and are accountable to the President and the Board of Trustees.
- When the position is filled, a folder will be made by a Committee member with any resumes submitted, the Application form, the Addendum to the Application form (background information regarding criminal activity), the Personnel Record form (with the date of hire, etc), a copy of the interviewing questions and answers, the Reference Check form(s) and the background check form(s). It will be kept locked.
- The Church Office Manager/Secretary will make a folder and discuss time keeping and payroll with the new employee, and give the employee a copy of the Employee Handbook. The signed Acknowledgement regarding the receipt and review of the Handbook and the confidentiality agreement will be given to the Minister or his/her designee for the employee's folder.

### SUPERVISION

The supervision of the above positions will be conducted by the Minister and/or his/her designee, and in absence of the minister, the President and the Board of Trustees.

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### **PERFORMANCE STANDARDS/EVALUATIONS**

The performance standards/evaluation form is to be discussed by the minister or his/her designee at the beginning of the hiring period and signed by the employee. A six month evaluation is to be done by the minister and/or his/her designee. Yearly evaluations are then to be done in the spring, specifically in March, by the Minister or his/her designee. All salaries, wages and benefits should be reviewed annually at this time and recommendations for any increases based on the evaluation and funding available can be placed in the annual budget for the next fiscal year. (This review should include periodic consideration of the salaries, wages and benefits of other Unitarian Universalist congregations of Florida and recommendations by the National Office of Church Finances of the Unitarian Universalist Church.)

### **WORK RELATIONS COMMITTEE**

The purpose of this Work Relations Committee is for confidential discussion of employee concerns. If an employee has a dispute with the President of the Board, the Board of Trustees, and/or the Minister, has performance problems or is deemed in need of disciplinary action, the Committee can be set up. Information about the employee concern must be in writing. The Chair and/or the Personnel Committee can serve on this Committee if asked.

### **EMPLOYEE HANDBOOK**

The Employee Handbook is periodically reviewed and updated if necessary to include any policy and/or procedures ratified by the Board of Trustees applicable to employees.

### **MEMBERSHIP**

The Personnel Committee will consist of a chair appointed by the President of the Board of Trustees and approved by the Board of Trustees. It should comprise of at least one other active member of the Church.

### **MEETINGS**

The Personnel Committee meets on an as needed basis.

### **BUDGET**

At this time, the Personnel Committee has a small budget for background checks and advertising if needed.