

UUFSD Policy and Procedure Document**Policy ID: 350****Title:** Policies and Procedures for Hiring Contractors and Other Professionals**Date Approved:** April, 2012 by the Board of Directors

Part 1. Short Term Projects and Piecework: The Unitarian Universalist Fellowship of San Dieguito, whenever possible, encourages volunteers from our talented and diverse community of members and friends to perform or complete maintenance, repairs, food preparation, event organization or other similar tasks needed to support the fellowship.

When it becomes necessary to hire professionals to perform these functions and any others of a similar nature needed to support the fellowship, it is the Policy of the UUFSD to hire outside professionals.

Therefore, the Fellowship, its committees and board will seek outside contractors in all instances where paid professional services are needed.

Contractors shall be approved by the Board or its designee.

In cases where it can be clearly demonstrated that it would be advantageous to hire from within the Fellowship for the completion of certain tasks, the Board may grant an exception. Petitions for such an exception shall contain the rationale for hiring from within the Fellowship and shall demonstrate financial benefit to the Fellowship and or unique qualifications or skills justifying the request.

Part 2. Hiring of Personnel and Staff Positions: It shall be the Policy of this Fellowship to hire only non-members for the positions of Office Administrator, Bookkeeper, Custodian or any other such staff position created in the future. Immediate relatives (spouse or partner, child, sibling or parent) will not be considered for these positions. The Music Director and accompanists, and the Religious Education Director may be members or relatives of members, with Board approval, although these positions shall also be competed outside the Fellowship. Nothing precludes people holding these positions from joining the Fellowship after they've been hired, provided their non-membership did not arise for the sole purpose of competing for the position.