

UUFSD Policy and Procedure Document**Policy ID: 403****Title: Personnel Committee**

Date Approved: October 2, 2022 by the Board of Directors

Purpose

The Personnel Committee is the lay group of UUFSD members that is responsible for advising the Board of Directors and the Minister on best practices related to human resources.

Policy

Responsibilities of the Personnel Committee:

- Assist the board in developing and updating personnel policies, including revisions and updates of the UUFSD Employee Handbook as deemed necessary by the Board
- Ensures that UUFSD is in compliance with applicable laws as an employer
- Ensures that UUFSD is in compliance with applicable requirements for insurance and retirement plans for the minister and staff.
- Assists in the search process for hiring new staff by working with the Minister, Congregational Administrator, staff, Board of Directors and/or search committee(s)
- Researches and makes recommendations for fair hiring practices
- The Board of Directors would reserve the authority for hiring and firing
- The Board of Directors along with the appropriate search committee(s) would reserve the authority to establish appropriate job descriptions and salary ranges for new and existing staff members.
- The board would reserve the authority to form an ad-hoc task force to investigate any staff grievances. The personnel committee should not hold that authority

Procedure

The Personnel Committee shall consist of 1 to 3 UUFSD volunteer members appointed by the Board.

The Personnel Committee maintains the UUFSD Employee Handbook, an electronic copy of which is also maintained by the Congregational Administrator. Upon hiring, employees shall receive a printed copy of the handbook from the Congregational Administrator and sign the last page of the document for inclusion in their employee file.

Yearly health, dental/vision, long term disability and life insurance policy renewals shall be forwarded to the Personnel Committee for review and approval. Major changes to coverage levels and/or policy premiums, other than standard rate adjustments shall be submitted to the Board for review.

The Board may call upon the Personnel Committee to assist in organizing and establishing necessary Search Committees. Job applicant inquiries are reviewed by the Personnel Committee and forwarded to the chair of the appropriate Search Committee.

The Personnel Committee chair shall provide a monthly report to the Board Liaison.