

**UUFSD Policy and Procedure Document****Policy ID: 310****Title: Hiring of Personnel and Staff****Date Approved: June 30, 2019 by the Board of Directors****Date Revised: February 9, 2025**

It shall be the policy of this Fellowship to hire only non-members for the positions of Administrator, Music Director, Director of Religious Exploration, Accompanist, Audio Visual Technician, Bookkeeper, Custodian and any personnel who is directly supervised by the minister. Immediate relatives of members (spouse or partner, child, sibling, or parent) will not be considered for these positions. People holding any of the Fellowship staff positions enumerated above shall be ineligible for membership, unless they first resign from said position.

Religious Education Teachers, Childcare Workers, Set-up Staff may be members or relatives of members at time of hire, with board approval, although these positions shall also be competed outside the Fellowship. Board approval will be sought after the member candidate is interviewed and chosen as the top candidate, but before a job offer is made.

The following procedures should be used as a guideline for the search and hiring process. Not all search/hiring processes will be identical, so there may be occasion for fewer or additional steps.

- When a change in staffing is anticipated, whether it be new staff and/or departing staff, the Personnel Committee should be notified of the nature of the change.
- When the Board decides a new hire is needed for senior staff positions such as Administrator, Music Director, Director of Religious Exploration, Accompanist, A/V Technician or Bookkeeper it shall convene a Search Committee. The Search Committee may use the existing job description for the job posting, revise the existing job description, or create a new one, depending on circumstances. The job description must be approved by the Board prior to posting. An electronic copy of the approved job description should be sent to the Administrator and the Personnel Committee.
- For hourly staff positions such as custodian, set-up, child care and RE teachers, a less formal search and hiring procedure may be employed by the appropriate manager (e.g., Minister, DRE). Budget permitting, this process may be undertaken without express Board approval.
- Coordinate with the Personnel Committee to verify compliance with the UUFSD Employee Handbook, check for and research health, dental/vision, life, LTD insurance coverage implications.
- Job offerings are posted in our newsletter and on our website. In addition, we may post job offerings on Craig's List, Indeed, LinkedIn, UUA Jobs Board, and elsewhere. The administrator maintains login credentials for accounts at Craig's List and Indeed. Do not create any new accounts without coordinating with the Administrator.

- Job postings should request that applicants send their information (resume and cover letter) to [jobs@uufsd.org](mailto:jobs@uufsd.org)
- Establish a primary record keeper for received resumes and cover letters. This may be the Personnel Committee or a member of the Search Committee.
- Initial interviews may be conducted via Zoom with in-person follow-up interviews.
- Candidates are typically requested to fill out our UUFSD Employment application in conjunction with the follow-up interview.
- Once the Search Committee has agreed on the candidate best fit for the position, one of the committee members takes responsibility for reaching out to the candidate's references.
- The Search Committee then submits a report to the Board, giving a brief overview of the search process and recommending that the Board give approval for hiring the selected candidate. The report should include specifics about the candidate, including the candidate's resume, cover letter and/or email, summary of reference results to date, and confirmation of the offer the Search Committee would like the Board to make in terms of days/hours/pay. The reports should be submitted to the Board as a single PDF.
- Once the Board approves the recommendation of the Search Committee, the Board President sends a Letter of Agreement following review by an HR-knowledgeable person. All offers are contingent upon successful completion of the references and background checks.
- As soon as the candidate accepts our offer, two background checks are initiated. One is through the Sterling company and handled by the UUFSD-designated person. The other is for a Live Scan background check that involves fingerprinting and is handled by our Administrator.
- Electronic copies of signed Letters of Agreement should be sent to the Administrator, Treasurer, and the Personnel Committee.