

Personnel Committee

Rev. 6-21-11

Purpose:

To be a resource to the Standing Committee and ministers in matters relating to all non-clergy employees of First Parish.

Tasks:

- Advise the Standing Committee on matters relating to personnel and employment, such as benefits, evaluation and grievance processes and compensation policy.
- Make recommendations for the resolution of employee relations issues. Assist the employee and supervisor in developing performance improvement goals, if appropriate.
- Make annual recommendations to the Finance committee for cost of living raises and merit increases.
- Maintain Personnel Policy Manual by conducting periodic reviews of employment practices and policies.
- Create and maintain accurate job descriptions for all staff positions. Review job descriptions to ensure they are current; review UUA guidance and be knowledgeable about Fair Compensation recommendations.
- Coordinate hiring processes; advise hiring committees and prepare job offer letters for new employees.
- Update annual evaluation forms and process as needed.

Structure:

- 3 to 5 members
- Quarterly meetings or meetings as needed.