

Unitarian Universalist Church of Davis
HUMAN RESOURCES COMMITTEE CHARGE

Adopted by the Board of Trustees on February 13, 2017

Purpose

The Human Resources (HR) Committee advises the Board of Trustees in carrying out its responsibilities for developing, adopting, and maintaining fair employment policies and for appointing and removing non-ministerial staff. Collaborating with the Senior Minister and the Operations Co-Chairs, the HR Committee manages personnel administration, including job descriptions, performance appraisals, coordination of non-ministerial staff hiring, and updating the employee handbook. The HR Committee reports to the Operations Co-Chairs.

Responsibilities

- At least every two years, the HR Committee shall review the *UUCD Personnel Policy Handbook* for clarity, relevance, and practicality and for compliance with Board policies and local, state, and federal laws and regulations. Substantive policy changes must be approved by the Board. The HR Committee may, in consultation with the Operations Co-Chairs and the Senior Minister, make nonsubstantive changes.
- At least every two years, the HR Committee shall coordinate with the Senior Minister and Operations Co-Chairs to review all staff job descriptions and, if necessary, to revise them to describe current responsibilities or to consider whether reclassification is needed.
- A member of the HR Committee shall coordinate the hiring process for non-ministerial staff, including administrative staff, accountants or bookkeepers, music program staff, and facilities staff.
- In consultation with the Senior Minister and Operations Co-Chairs, the HR Committee shall periodically review the forms and processes for performance appraisals of all employees. Performance reviews shall include the opportunity for employee reflection, dialogue between the employee and supervisor(s), and the supervisor(s)'s written evaluation(s). The HR Committee shall consult as needed on individual staff performance reviews.
- As part of the annual budget process, the HR Committee shall make recommendations to the Board on compensation packages for all employees. Variables to consider include 1) available resources, 2) UUA Fair

Compensation Guidelines, and 3) cost-of-living adjustments. The Congregational Administrator will maintain all employment compensation records.

- The HR Committee shall consult with the Senior Minister and Operations Co-Chairs on issues related to personnel practices and procedures. Significant issues shall be brought to the immediate attention of the Board.

Special Qualities or Skills Needed by Members

Experience in personnel matters and interest in employment issues. Ability to work collaboratively. Commitment to maintain confidentiality of personal information.

Number of Members Needed

3-4, including the Chair.

Terms of Office

Chair: 2-3 years, preferably with previous experience as a committee member. Members: 3-4 years. Ideally, member terms would be staggered to provide a combination of experience and fresh perspectives. Terms of new members begin in July. Members should be off the Committee for at least one year after completing a 4-year term on the Committee.

Membership Selection Process

In consultation with the Senior Minister, Operations Co-Chairs, and/or Board members, the HR Committee recruits members as needed. All HR Committee members shall be approved by the Board.