

Unitarian Universalist Church of Davis
HUMAN RESOURCES TEAM CHARGE
Adopted by the Board of Trustees on November 12, 2012

Purpose

The Human Resources (HR) Team serves in an advisory capacity to the Senior Minister, the Operations Co-Chairs, and the Board of Trustees and reports directly to the Operations Co-Chairs.

Responsibilities

- At least every two years, the HR Team 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 Team may, in consultation with the Operations Co-Chairs, make nonsubstantive changes.
- At least every two years, the HR Team shall meet 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 Team shall coordinate the hiring process for non-ministerial staff, including administrative staff, accountants or bookkeepers, music program staff, and maintenance staff.
- In consultation with the Senior Minister and Operations Co-Chairs, the HR Team 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 Team shall consult as needed on individual staff performance reviews.
- In coordination with the annual budget process, the HR Team 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 Office Administrator will maintain all employment compensation records.
- The HR Team 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 as a member of the team. Commitment to maintain confidentiality of personal information.

Number of Members Needed

3-4.

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 Team recruits members as needed. All HR Team members shall be approved by the Board.