

PERSONNEL COMMITTEE
Annual Report to the Board and Congregation
May 2021

Our Mission

- Compassionately weigh and balance the worth, dignity and growth needs of our staff members and their families, while simultaneously valuing the worth, dignity and spiritual growth needs of all of our UU families & members.
- Employ democratic processes, which honor our mutual interdependence as a community, to discern choices of conscience, fairness and compassion in our dealings with one another.
- Through our actions, give shape to a world where service, peace, personal liberty and personal responsibility abide.

COMMITTEE RESPONSIBILITIES

1. Develop and maintain Personnel Handbook
2. Provide employee performance reviews on at least an annual basis
3. Maintain employee personnel files as required by law
4. Keep up to date on UUA Personnel Standards
5. Inform Finance Committee of recommended salary/benefit adjustments
6. Write job descriptions and update annually
7. Assume responsibility for the procedure for hiring new employees (except minister)
8. Provide orientation for all employees on personnel policies as stated in the Handbook
9. Implement Personnel Handbook procedures for resolving employee complaints
10. Implement Personnel Handbook procedures for resolving complaints about employees

This past year, the Committee re-defined the Office Administrator position, solicited bids for external bookkeeping services, solidified the tech position, refined HR policies and procedures and recommended salary increases for staff. Effective January, 2021, Morken, Eckberg, Steiner LLC is under contract to perform bookkeeping services for UUFM, using QuickBooks On-line Plus, which permits remote access by staff and the provider. The revised job description reflects a new emphasis on communication skills and duties and carries the title, Communications & Office Manager, abbreviated COA.

Sarah Sifers, Chair