**PERSONNEL COMMITTEE CHARTER**

**Charge:**

* The Personnel Committee works in partnership with the Board of Trustees
* The Personnel Committee exists to support Cascade Unitarian Universalist Fellowship as an employer as well as supporting our staff.
* The Personnel Committee will manage the human resources needs of the Fellowship

**Responsibilities:**

* The Personnel Committee will administer benefits.
* Enroll new employees for all eligible benefits or decline them within the allowed time frame.
* Periodically review benefits
* Keep abreast of changes in UUA benefits administration
* The Personnel Committee will assist the Minister in creating job descriptions and interviewing at the Minister’s discretion
* The Personnel Committee will annually review the Personnel Manual and recommend any changes to the Board of Trustees
* The Personnel Committee will participate in exit interviews at the request of the Minister
* Attend sensitive meetings about staff performance at the request of the Minister
* Keep abreast of UUA compensation guidelines and help the Minister create salary recommendations.
* Be a part of interviewing task forces at the request of the minister
* Keep abreast of Washington State Employment Law, especially as it pertains to churches.
* At the invitation of the Board of Trustees or the Minister, participate in discussions about the staffing needs of the organization
* Be familiar with the Unitarian Universalist Associations’ resources for employers

**Communication and Reporting:**

The Personnel Committee is accountable to the Board of Trustees. Additionally, they will work closely with the Minister who is the Chief of Staff, and the Finance Committee, who has budgeting responsibilities.

These stakeholders, the Board, the Minister and the Finance Committee should be informed about relevant decisions by the Personnel Committee.

The Personnel Committee will keep minutes of their meetings and should prepare an annual report for the congregation.

**Members:**

The following skill sets will enhance the Personnel Committee:

* Knowledge of Washington Employment law
* Knowledge of onboarding employees, including enrollment for benefits
* Mature emotional self-regulation
* Willingness to read Employment guidelines from the UUA
* Ability to work in partnership with other stakeholders

Members will meet as needed. When there is a new employee, the workload will increase. When there are no new employees to onboard, review of policy and UUA guidelines can be scheduled when convenient.

Three to five members will make up the committee with each member making a commitment of three years. The chair will be chosen by the members of the committee and shared leadership arrangements can be made. The Board, the Personnel Committee and the Minster will all recruit new members as needed.

Meetings:  Members will make decisions about the following needs:

• Consider the frequency and length of the meetings. Include the meeting dates and times up to a year in advance.

• Establish member responsibilities between meetings.

• Agree how the members will communicate with each other.

• What is a quorum?

• How will meeting activities and decisions be documented?

• How will the working group report to the parent?

**Measurement and Evaluation:**

* When a new staff person is hired, the Personnel Committee will enroll them for benefits before the window enrollment window closes.
* All other duties will be accomplished in a time frame respectful to the Board, Staff and Minister’s needs.
* The Personnel Committee will share their meeting minutes or a synopsis of those minutes with the Board of Trustees before the Board’s next regular monthly meeting.

**Funds:**

The Personnel Committee has no budget at this time.

• Budget request should be submitted to the treasurer by mid-February of each year.

Updated April 2023