

## Personnel Committee Annual Report June 2009

When the present personnel committee formed three years ago, we recognized that there were at least four tasks before us. Two of us had attended a workshop the previous spring which covered many aspects of church staff management, and we recognized that, while there was no particular problem with our long-time staff members, some of them were being paid well below the standard recommended by the UUA; some of them had no job description, and there were no guidelines as to benefits such as holidays, vacations, personal time, and sick time, as well as guidelines for personal conduct.

The first year we worked on job descriptions and salary recommendations and assisted in restructuring the staff by changing one full-time position to half-time, and re-defining and describing the other staff positions in order to reduce the size of our payroll.

The second year we finalized the job descriptions, continued our emphasis on salaries, and helped develop an evaluation procedure which could be used, at the minister's option, to:

- inform the individual staff member how well he/she is performing the job expected of him/her
- recognize areas where the individual is performing in an exemplary fashion as well as those areas where improvement might be called for
- It also provides a chance for church leadership to determine whether an individual has taken on more responsibilities than were expected either without compensation or possibly at the expense of the tasks expected to be performed.

This brings us to the immediate past year. Actually, the next phase was started in the spring of the previous year when we began looking at an outline for a personnel policies handbook which the UUA had published. We discovered that there were many areas which needed to be understood before we could actually start writing. Thanks to the wonders of the internet, we were able to keep discussions going until such time when enough of us were available to meet together and develop specific guidelines for our church. Early this spring we presented a rough draft to the staff for their review and to see if the expectations which we set down were reasonable to them. Of course there were a few questions and suggestions, but for the most part they were pleased to actually have some guidelines.

We then presented the improved draft to the Executive Board. Those dozen thoughtful minds had not had the benefit of the months of discussion that the committee members had had. Naturally, some questions and comments were raised, and the board was asked to submit their questions, comments and suggestions in writing

The committee considered each item, made appropriate changes, and has resubmitted the handbook for acceptance by the executive board. Upon their acceptance, the handbook will be included at the church web page.

We also made a salary recommendation again this year, although it was made in light of the economy and in anticipation of a mediocre pledge drive. We pointed out the areas where the salaries are still not up to the level recommended by the UUA and recommended that if it were not possible to give raises this year, at least try to hold the line so we don't lose ground.

Over the past two years we have also defined a part-time position which we feel should be created. When the church hired Jed Holland as our Music Director it was with the understanding that he had no time for the administrative responsibilities of the position. Initially, the music committee accepted the responsibility for the administrative tasks, but it soon became obvious that most of the tasks could be accomplished more efficiently by one person. For the past two years, Geri Davidson has been working about 10 hours/week, as a volunteer, to locate, order, archive, and manage the music we sing. We feel that that should be a paid position, and we have developed a job description and recommended the compensation for such time as the money becomes available to recognize the value of this position.

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