

Personnel Committee Annual Report June 2011

When the present personnel committee formed five years ago, we recognized that there were several 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.

The next phase was started in the spring of our second full 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, but a year later 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, several 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 resubmitted the handbook for acceptance by the Executive Board. The Executive Board approved the Personnel Policy Handbook at their June 2009 meeting, and it was added to the church web page.

We continue to be active in clarifying personnel issues, with both our staff and the part-time positions of Coffee Crew and Baby Sitters, which occasionally develop. We are currently working on job descriptions/guidelines/policies for our baby sitters.

During budget preparation time, we continue to make salary recommendations for the following year. Cost of living increases have been based upon the same adjustment made by the Social Security Administration. We also have recommended additional increases to bring some salaries more in line with the UUA recommendations for experienced staff members. At this point, staff salaries are in line with UUA recommendations, except for the minister's salary.

The minister's compensation is well below the level recommended for experienced ministers serving churches of our size. While we are all appreciative of the savings, we realize that we are establishing a reputation for underpaying our minister. The concern is that, now that Steve has set a date for his retirement, many qualified candidates will not want to be considered as his replacement. The budget for 2010 – 2011 did contain a significant increase in the minister's salary, although that increase was helped by shifting existing compensation from a benefit to his reportable salary. We have recommended a similar increase for 2011 – 2012.

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