Personnel Committee Annual Report for 2013

When the present personnel committee formed a few years ago, we recognized that there were several tasks before us. Two of the members had attended a workshop the previous spring which covered many aspects of church staff management, and we recognized that, while there were no particular problems with our long-time staff members, some of them were being paid well below the standards recommended by the UUA. Some positions had no job descriptions to describe what is expected; and, there were no guidelines as to benefits such as holidays, vacations, personal time, and sick time, as well as guidelines for personal conduct.

We completed a personnel policy manual and job descriptions for each staff member to include assisting the then "Executive Board" in reducing the size of the staff and re-aligning the workload. The job descriptions have also assisted in performance evaluation. This year we updated, and published on the church website, the job descriptions to assure that staff members are being recognized for all that they do and to shift responsibilities where appropriate.

Annually we review salary levels recommended by the UUA and then recommend salary changes to the Board of Trustees. As mentioned above, some salary levels were well below the recommended level, and we encouraged increases over a three or four year period that would bring all salaries to the appropriate level. With budget constraints of the past two years, as well as the recognition that most staff salaries are now within the appropriate range as recommended by the UUA, we have recommended only a cost of living adjustment for each position. However, we did point out that the salary for one position was below the appropriate range and recommended that, if possible, that staff member should receive more than just the cost of living. The committee will continue to monitor the salary levels and to recommend adjustments.

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