

Personnel Committee Charter

Approved 12/13/2011

I Overview and Purpose

The Board of RRUUC designates the Personnel Committee as an advisory body on matters pertaining to Human Resources/Personnel. The Personnel committee will advise the Board and/or Senior Minister or designee as requested. The Personnel Committee will be composed of congregants with knowledge of Human Resources functions to include (but not limited to) Compensation, Benefits, Employee Relations, Employment Law, Performance Management, Selection, Human Resource Planning, Training and Development, and Organizational Development. The Personnel Committee will function in compliance with local and federal law, principles of the UUA, and the mission statement of River Road Unitarian Universalist Congregation.

II Meetings

The Personnel Committee will meet quarterly or upon request of the Board, Senior Minister or designee.

III Membership

The Personnel committee will be composed of 5 members and each member will serve a 3-year term. The Board will appoint a chair and the chair will identify members and submit to the Board for approval. All members of the Personnel Committee must be voting members of the congregation. The Senior Minister or designee will serve as an ex-officio, non-voting member of this committee.

For the first year slate, members of the Personnel Committee will be appointed for staggered terms of as follows:

Chair: 3 year term

1 member: 3 year term

2 members: 2 year terms

1 member: 1 year term

IV Functions

In consultation with the Senior Minister or designee and/or Board of Trustees, the Personnel committee will develop a plan for each year's activities during the first meeting of each calendar year. These activities may include (but are not limited to) such activities as

- Making recommendations on salary, benefits levels, including merit or cost of living adjustments for the congregation's employees
- Review of position descriptions
- Review of the Personnel Policy Manual

In addition, the Personnel Committee may be asked to address unsolved grievances of congregation employees and recommend resolution to the Board of Trustees.