

Hiring Protocol
Approved by Standing Committee 9/9/19

Once the Minister has identified and interviewed an attractive candidate:

- The Treasurer will prepare an Offer Letter that specifies the title, salary, and terms of employment in line with UUA Fair Compensation Guidelines.
- Standing Committee will review the Minister's recommendation and vote whether or not to approve the Offer Letter.
- The Personnel Committee will work out the details of a contract.
- The Treasurer will execute the contract acting as agent in line with UUA guidelines and UUSWH bylaws.
- If there are any changes to the approved Offer Letter, the Standing Committee will be called upon to approve an amended version.