

Charter - Personnel Relations Committee

1. Personnel Relations Committee (PRC) is appointed by the Standing Committee (SC) in accordance with the By-Laws, Article V, Section 3(c).
2. The Personnel Relations Committee consists of the Past Chair of the Standing Committee, the Treasurer, the Minister, an additional member of the Standing Committee, and a member of the Congregation at large, who is appointed by the Standing Committee.
3. Personnel Relations Committee Chair: The Chair of the Personnel Committee shall be the Past Chair of the Standing Committee.
4. Mission. The Personnel Relations Committee serves to support the Standing Committee in fulfilling its fiduciary role in management of the UUSWH related to personnel.
5. Responsibilities
 - A. Job descriptions
 - a. Work in cooperation with Minister, Standing Committee and appropriate Committee leaders (e.g. RE, Music and Workshop) to prepare job descriptions in a manner consistent with the Personnel Policy guidelines.
 - b. Maintain, to the extent that is practicable, a common format for job descriptions.
 - c. Ensure that UUSWH complies with the terms of the UUA health insurance and pension and that employees are fully and annually informed of those terms.
 - d. Provide copies of final versions of job descriptions to the Congregational Administrator who shall maintain the copies of-record.
 - e. Maintain copies of any health care related insurance contracts and of the pension agreement in the personnel filing cabinet in the locked closet within the Minister's office.
 - B. Recruitment
 - a. At the request of the SC, the PRC shall use ordinary measures to recruit applicants for open staff positions.
 - b. Develop and maintain guidelines for use in recruiting and hiring new full-time and temporary employees. These guidelines could include but are not limited to procedures for posting job descriptions, screening candidates, interviewing and background checks.
 - c. Provide latest version of Recruitment Checklist to the Congregational Administrator for inclusion in a Personnel Procedures file.
 - d. Direct job applicants to forward employment application materials to the Congregational Administrator.
 - e. Congregational Administrator shall notify SC and staff participating in the hiring review process when application documents are received and shall forward as appropriate.
 - f. At request of the SC prepare employment agreements for new and returning employees.
 - C. Work in cooperation with the Standing Committee and Treasurer to prepare new and annual renewal employment agreements.
 - a. Maintain, to the extent that is practicable, a common format for Employment Agreements.
 - b. Have annual renewal employment agreements finalized and conveyed to the SC by June 1 or other date requested by the SC.

D. Employment Agreements

- a. Work in cooperation with the Standing Committee and Treasurer to prepare new and revised terms and conditions of employment.
- b. Maintain, to the extent that is practicable, a common format for terms and conditions of employment.

E. Employee records

- a. Non-confidential employee records (e.g. job applications, resumes, recommendations) shall be maintained by the Congregational Administrator in accordance with the Record Retention policy (i.e. for 7 (seven) years).
- b. Confidential employee records (e.g. employment agreements, performance reviews, documentation of grievances) shall be maintained by the Senior Minister in accordance with the Record Retention policy.
- c. Signed records shall be scanned and stored in pdf format on both the Congregational Administrator and Treasurer's computer.

F. Personnel Policy (to be completed)

- a. Periodically and systematically, or as requested by the SC, review sections of the policy for consistency, accuracy, and relevancy.
- b. Where appropriate, recommend revisions to the Personnel Policy, and reasons for such recommendations, to the SC.

G. Documents

- a. Working documents created and maintained by the committee shall be kept and stored in an orderly file structure in electronic format by the committee Chair on a medium suitable for conveyance to a later committee Chair. At the discretion of the committee chair, such non-confidential documents can be provided to the Congregational Administrator to be maintained in accordance with the Record Retention Policy.
- b. Documents related to employment agreements, terms and conditions of employment, records of personnel actions, disciplinary actions, and grievances are deemed confidential information and shall be maintained by the Senior Minister and provided to the Standing Committee on request.
- c. Record retention. Employee records shall be maintained during employment and for a period of seven years after termination of employment.

H. Other: The PRC may prepare, for its own use, documents, guidelines, procedures, agendas, schedules, and the like that it deems helpful to carrying out its duties.

6. Meetings and communication

- A. The Personnel Relations Committee shall meet on an ad hoc basis, or as requested by the SC, as necessary to fulfill its responsibilities.
- B. A record shall be made of each meeting of the Personnel Relations Committee and a copy shall be forwarded to the SC.
- C. The Minister shall recuse him or herself during an Executive session to allow the other Committee members to address topics related to the Ministers employment.

7. Reporting. The Chair of the Personnel Relations Committee shall report regularly to the SC on the activities and progress of the PRC.

Revised and approved by SC: May 2018