

Personnel Committee Annual Report for 2012

When the present personnel committee formed six 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 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. As of this writing, we are in the process of up-dating the descriptions to assure that staff members are being recognized for all that they do and to shift responsibilities where appropriate.

Our Personnel Manual is now available on the church web site.

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. In some cases only a cost of living adjustment has been necessary, and we recommended the same percentage increase used by the Social Security Administration. This year, however, the Board of Trustees made its own decision based on a significant short-fall of pledges for next year as well as expenses to be incurred as we switch from a settled minister to an interim minister. The committee will continue to monitor the salary levels and to recommend adjustments.

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