

## **Glenkirk Personnel Committee Policies and Procedures**

The Session has the responsibility and authority for governing the congregation and guiding its mission for Christ in the world. (ECO 1.0603)

### **Purpose**

The Personnel Committee, a sub-committee of Session, provides the necessary support for the employment of ordained and non-ordained employees with concern for equal opportunity, fair employment practices, personnel policies and an annual review of the adequacy of compensation.

### **The Committee**

Glenkirk's Personnel Committee consists of **at least** 5 members. The Session forms a Personnel Committee by annually appointing a chair and co-chair that are current ruling elders. The chair and co-chair nominate the remaining **three** members who must be covenant partners who have previously served as elders and or have recent Human Resource experience. These nominations are submitted to Session for approval. The Head of Staff and Business Manager are also committee members with voice but no vote. The Associate Pastor may attend meetings, with voice but no vote, if the Head of Staff is unable to do so. Meetings may be held without a pastor present but the Head of Staff must be informed of the content of the meeting. Staff, covenant partners, and guests may be invited to attend, in order to provide information pertinent to personnel matters for a portion of the meeting with voice but no vote.

### **Meetings**

The Personnel Committee will hold regular meetings, as needed, with an established agenda. The Chair or Co-chair, if the Chair is unable to attend, shall moderate the meetings that are normally opened and closed in prayer. For voting purposes three members is the majority vote required to pass a measure.

### **Reporting to Session**

The chair of the committee is responsible to report personnel items to Session as follows:

1. New positions, hiring and dismissals, changes in positions/roles and responsibilities
2. Job descriptions
3. Annual review of personnel records
4. Annual review and recommend the health and welfare program
5. Annual performance reviews

6. Annual review of the Employee Handbook
7. Resolution/results of personnel complaints and/or grievances from staff and/or congregants
8. Preparation of personnel budget
9. Action Items will be submitted to the clerk of Session for inclusion in the Session docket for notification or recommendation for approval. A presentation of the item followed by answering questions may be necessary.

All reporting, including minutes of Personnel Committee meetings, excluding confidential information, will be submitted to the clerk of Session by noon on Wednesday the week prior to the Session meeting to be included in the Session docket. If no meeting was held then “no report” will be included in the Session docket.

Each individual member’s judgment must be used to determine if a decision is important enough to be brought to Session. If at least one of the committee members believes Session should review a decision then it shall be brought to Session.

### **Responsibilities**

The Personnel committee is responsible for the revision and disbursement of information and review of the content of the Employee Handbook in order to assure compliance with workplace laws. The Personnel Committee revises the Employee Handbook each year. Staff members are notified of the revisions. The Business Manager gives each new staff member the handbook. The employee’s signature acknowledges receipt of the information.

### **Hiring of Staff**

There are several categories of staff that require different guidelines for hiring. **Unless there are extenuating circumstances approved by Personnel**, all positions for full-time and part-time non-ordained employees will be advertised **in the church bulletin and on the church website, and may be posted in ChurchStaffing.com, the ECO website, or other staffing resource.** The Personnel Committee will notify ECO Presbytery when they are considering hiring for an ordained position and follow the Ministry Partnership Team (MPT) guidelines.

**Ordained staff** - The Head of Staff is called by the congregation and installed by the presbytery. The Associate Pastor is called by the congregation and installed by the presbytery upon recommendation of the Session

**Directors** – The Personnel Committee nominates a search committee, made up of a Personnel Committee member, the Head of Staff, and/or Associate Pastor (depending

on the area of ministry) and covenant partners who have experience or interest in the area if ministry. The candidates will be brought to session for approval.

#### Assistant Directors, Coordinators, Supervisors, Administrative Assistants-

The Personnel Committee nominates a search committee made up of a Personnel Committee member, the director/supervisor of the ministry and covenant partners who have experience or interest in the ministry. The Head of Staff may wish to be included. The supervisor makes the final decision with an agreement of the Head of Staff and the Personnel Committee. The Session is notified prior to announcement.

#### Facility Workers/Receptionists, Interns and Casual Workers (childcare etc.)

The Personnel Committee nominates a search committee made up of the head of the department, the supervisor, and a Personnel Committee member. The committee may include others in the search such as the Head of Staff and/or covenant partners who have experience or an interest in the area of service. The supervisor makes the final decision with an agreement with Head of Staff and the Personnel Committee. The Session is notified prior to announcement.

#### Hiring Process (see Addendum I)

The supervisor creates the job description and is approved by of the chair of the Personnel Committee. The Business Manager posts the position where appropriate. Candidates are interviewed at which time terms of employment are reviewed.

#### Staff Performance Reviews

New staff members are evaluated, by their supervisor, anytime necessary during the 90-day introductory period and at the end of the 90-day introductory period. Employees may be evaluated if they change positions, but are evaluated if they have recurring performance problems.

Annually, in March or April, all staff receives an evaluation. The supervisor prepares a review for each staff member and meets with the staff member to evaluate one's progress and to form future goals. The personnel committee follows up by meeting with each staff member.

#### Dismissal of Staff (see Addendum II)

Verbal and/or written notices will be issued to staff members who violate rules, regulations, instructions, and procedures, or have a performance problem. The staff member will be provided with a plan to correct the issue. Failure to correct the behavior may result in further disciplinary action up to and including termination.

### Review of Payroll Records

Annually, staff records will be reviewed to assure; they are properly maintained, staff is paid properly, and that all state and federal taxes are paid in a timely manner.

### Review of Health and Welfare

Annually, a review and recommendations will be conducted for the health and welfare program for staff based on ECO recommendations. Any recommendations arising from this review will be submitted to Session.

### Budget

In preparation of a proposed budget the Personnel Committee will review the present expenditures, and project the needs for the following year. The proposed budget will be completed by the end of June in conjunction with the Property and Finance Committee

Employee compensation is based on standards of the National Association of Church Business Administrators and ECO. All staff compensation may be reviewed by the Personnel Committee, upon request, and optionally include the President, Vice President, Treasurer and relevant Senior Staff.

Throughout the year, the Personnel Committee and the Business Manager will oversee the personnel budget by comparing disbursements with the budget allocations. The budget will also be referenced whenever a new hire, or increase in compensation is being considered.

### Processing complaints

The following is the procedure for personnel complaints and/or grievances from staff or congregants. If it is perceived that a direct conversation with the individual would not resolve the issue then it should be brought to the attention of their supervisor. If this is perceived to be unadvisable then it should be brought to the Personnel Committee or to a member of the Personnel Committee if anonymity is desired. If the matter is still not resolved, a written appeal may be made to Session

## ADDENDUM I. HIRING PROTOCOL

1. The Ministry Team identifies a need and creates the Job Description per Hiring Process detailed in the Personnel Committee Policies and Procedures document (PCPP.)
2. The need and Job Description is communicated with Head of Staff, who evaluates and communicates with Personnel.
3. Personnel approves or disapproves the need and Job Description, and sets the salary range. The need may be escalated to Session if funding is not covered in the current Budget.
4. Personnel assigns an Interview Committee per Hiring of Staff detailed in the PCPP.
5. The HR/Business Manager advertises the job per Hiring Process detailed in the PCPP, including the Job Description and salary range, and collates resumes for the Interview Committee.
6. The Interview Committee schedules/conducts candidate interviews.
7. The Interview Committee recommends the top candidate to Personnel.
8. Personnel approves or disapproves the candidate and notifies Session according to Hiring of Staff detailed in the PCPP.
9. The HR/Business Manager creates a written Job Offer. The Interview Committee presents the Job Offer verbally.
10. The candidate verbally accepts or declines the Offer.
  - a. Accepts: The HR/Business Manager emails the written Job Offer to the candidate. Personnel notifies Session according to Hiring of Staff detailed in the PCPP.
  - b. Declines: The process returns to Step 6.
11. The HR/Business Manager removes any advertising and initiates an Orientation Checklist to onboard the candidate.

## ADDENDUM II. DISMISSAL OF STAFF

Glenkirk Church is an “at-will” employer, which permits the church to change the terms and conditions of employment with or without notice or cause. Refer to the Employee Handbook for a more detailed explanation of this condition. Termination of an employee may be voluntary or involuntary, and should include the following:

1a. Voluntary – The employee is expected to present written notice of their intent to terminate their employment to their supervisor.

1b. Involuntary – The supervisor or Personnel presents the employee with written notice of their intent to terminate the employment agreement.

2. The written notice should include the expected last date worked and a reason for terminating the agreement.

3. The Supervisor or Personnel informs the Head of Staff, and forwards the written notice to the HR/Business Manager.

4. The HR/Business Manager initiates an Exit Checklist which is circulated as follows:

a. HR/Business Manager

- i. Secures Keys, Credit Cards, Books/Materials
- ii. Updates/limits CCB/database access
- iii. Calculates unused vacation, loan repayment and generates final paycheck
- iv. Conducts Exit Interview
- v. Maintains personnel file

b. IT Manager

- i. Secures computer, tablet, cellphone and other church-owned electronic devices.
- ii. Updates/limits building security, network, email and phone access
- iii. Updates Google docs/dropbox and website bio

Under no circumstances is the terminated employee to leave with church property.