

## VI. HUMAN RESOURCES

- A. The Board, with the advice of the Human Resources Committee and the Senior Minister, shall ensure that the Personnel Policies and Procedures are in keeping with all applicable federal, state, and local laws.
- B. The Board shall oversee the development of new principal staff positions and associated job descriptions as well as the elimination of such existing staff positions.
- C. The Board shall appoint a Human Resources Committee, reporting directly to the Board that
  1. Includes a Board representative as a member
  2. Makes decisions in agreement with the Senior Minister, or brings those decisions to the Board when there is disagreement
  3. Conducts a broad search for qualified candidates when employment opportunities exist for principal staff positions
  4. Modifies existing job descriptions and employment contracts as needed with the exception of the Senior Minister's contract and job description, which can only be modified by the Board
  5. Makes job descriptions and employment contracts accessible to the Board, and reports changes in both to the Board in a timely manner, and obtains Board President approval for all employment contracts
  6. Hires new staff including developing employment contracts, ensuring
    - a. That benefits and salary offered can be accommodated by the current budget and future budgetary projections for that position
    - b. That benefits and salary offered do not create compensation or benefit obligations over a term longer than revenues can be safely projected, and in no event longer than one year
    - c. That all principal staff hiring decisions are approved by the Board
  7. Conducts exit interviews with all departing staff and shares the results with the Board
  8. Advises the Board in the rare instance when the Board considers firing or laying-off principal staff. Only the Board has authority to make such decisions
  9. Advises the Board regarding personnel policy and its implementation, including drafting and recommending updates in the Personnel Manual and Personnel Policies for Board approval
  10. Recommends staff salaries and benefits to the Board in consideration of their

alignment with UUA guidelines, budgetary constraints and the applicable nonprofi and geographic market for the skills employed

11. Does not discriminate as defined by city, state, and federal laws
12. Serves as arbitrator in the case of concerns or grievances regarding the performance of staff after those issues have been appropriately addressed through normal supervisory channels, and provides a clear, due-process internal staff grievance procedure, consulting the Board as appropriate
13. Develops additional procedures as needed to fulfill this policy and to keep the Board informed of relevant concerns.

D. The Senior Minister shall

1. Ensure that procedures are developed and implemented regarding all other terms of staff employment
2. Provide day-to-day supervision and support of principal staff
3. Annually review all principal staff and provide the Board with a summary of performance evaluations, professional development plans and salary adjustment recommendations for these staff

E. Personnel Policies are part of these Board Policies (see Appendix F)