

Human Resources Committee Charter – 2014

- Purpose** The Human Resources Committee supports the mission of The Unitarian Church in Westport by advising the Board on personnel policy matters and by supporting the personnel work of the Chief of Staff and the Director of Operations as requested and appropriate. The Human Resources Committee does not supervise or evaluate staff.
- Goals General**
- Ensure that personnel policies and certain personnel related documents (i.e., position descriptions, salary surveys, employee manuals, etc.) are up to date and accurate.
 - Communicate with the Board regarding personnel-related issues (such as fair compensation). Provide appropriate materials to support the Board communicating with the congregation regarding HR policies and procedures.
 - Assist in the resolution of grievances pursuant to the procedures established in the HR Policy Manual.
 - See attachment for specific annual goals and their completion dates.
- Roles/Responsibilities** The Human Resources Committee will consist of at least 3 members, appointed in accordance with the constitution of The Unitarian Church in Westport. Terms are three years in length with appointments staggered to ensure that one new member will be brought on to the committee each year.
- The Human Resources Committee will choose a chairperson each year from its current membership. The next chair will be designated at the same time to ensure smooth succession planning.
- Should a Committee member resign prior to the completion of the three-year term, the Board will choose the new third member for a term to include the remainder of the current year plus the standard three-year term. Should the Chair resign the designated Chair will assume the Chair of the Committee for the remainder of the current year through the following year. The next Chair will be chosen by the Committee.

Guidelines

The HR Committee will meet a minimum of three times per year. Additional work may be completed via email and other agreed on technologies.

The Committee will review personnel documents and policies as defined above on a three-year rotation. This means that no document will be more than three years old. Changes to the rotation schedule can be made in the event of any legal or organizational restructuring.

Communicating with the congregation will be through Soundings articles and the Annual Report. The HR Committee will also communicate with the Board of Trustees as requested or appropriate.

The HR Committee will make use of UUA resources, such as consultation with the Fair Compensation Consultant, as appropriate.

The HR Committee will submit an annual report in advance of the annual congregational meeting.

Accountability

The Human Resources Committee is a committee of and is accountable to the Board of Trustees. Annual Goals will be evaluated and results reported of the Board and included in the Annual Report to the congregation.