

## Senior Minister's Report to the Board of Trustees

February 2020

### Monitoring Report: Treatment of Staff

Below I have cited the appropriate sections from the Board Policy Manual requiring my reporting in *italicized type*. My report to each section is noted.

*3.3 Treatment of Staff: With respect to the treatment of paid staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional. Accordingly, the Senior Minister shall not:*

*3.3.1 Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.*

Report: Our Human Resources Employee Manual is reviewed annually by the HR Team. It is current and up to date per law. There is an adequate grievance procedure in place. We continue to provide adequate work space and safety precautions for our staff. All staff are encouraged to submit appropriate expenses for reimbursement and to take vacation and sick days they are entitled to as per our Manual.

*3.3.2 Fail to make available to staff a written copy of the personnel policies.*

Report: Every employee must sign an acknowledgement that they have received a physical copy of the manual.

*3.3.3 Prevent staff from approaching the Board when internal grievance procedures have been exhausted and the employee alleges either that:*

*3.3.4 Board policy has been violated to the employee's detriment, or Board policy does not adequately protect the employee's rights.*

Report: There is no Board policy which violates an employee's rights under law.

*3.3.5 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.*

Report: No discrimination of staff or volunteers occurs other than job related duties and performance. Our Manual specifically allows for a staff member to approach the Board if there is no resolution with their supervisor or, failing that, with the Head of Staff. To quote the Manual:

"Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of the Church, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her Immediate Supervisor. If the report or complaint involves

the Immediate Supervisor, the individual receiving the complaint should be the Head of Staff. If the report or complaint involves the Head of Staff, the individual receiving the report or complaint should be the Chair of the Board of Trustees.”

### **Monitoring Report: Compensation and Benefits**

*3.9 Compensation & Benefits: With respect to employment, compensation and benefits to employees, consultants, and contract workers, the Senior Minister shall not cause or allow jeopardy to fiscal integrity and shall not fail to strive for fair compensation. Accordingly, the Senior Minister shall not:*

*3.9.1 Change his or her own compensation, benefits, or allocated professional expenses as established by the Board.*

*3.9.2 Promise or imply permanent or guaranteed employment.*

*3.9.3 Establish current compensation and benefits that:*

*a. deviate materially from the geographic market for the skills employed, or*

*b. create contractual obligations over a term longer than revenues can be safely projected and in all events subject to losses of revenue*

Report: We continue to be in compliance with this limitation. I have not changed my compensation, benefits or allocated professional expenses since I was called here in August 2015. Although all staff (including myself) did receive a 2% cost of living increase this church year. This was approved by the Finance Committee and the Board. I would like us to consider another 2% increase for next church year but I am not prepared to propose that until we have better income and expense projections.

I have not implied or promised guaranteed employment. All employees of the congregation, with the exception of the settled Senior Minister, are “at will” employees; employment can be terminated as per our HR policy and only after our graduated disciplinary protocol has been followed. For your information two of our employees are currently under that protocol. You approved a revised HR policy last year.

All of compensation and benefits are in line with our geographic market and fair compensation guidelines as published by the UUA each year. Any position is to losses of revenue. Should our revenue change dramatically we have downside contingencies in budget cuts to offset those revenue loses. Only as a last resort would I reduce salaries through a reduction in hours and duties, including an elimination of certain positions. While we are within budget for the current year, I do have concerns about our ability to fund all positions at the current rate next year. We will know more after our upcoming pledge drive and with further projections.

Respectfully submitted, Rev. Dr. John T. Morehouse