

# First Parish Brewster UU

## Personnel Committee Charge

It is the charge of the Personnel Committee to assist and support FPB in the appropriate, safe, fair, and fiscally responsible use of human resources. The Committee serves the Board of Trustees and the Senior Minister in an advisory capacity. It will be made up of five members preferred to have personnel and/or management experience, appointed by the Board for three-year staggered terms. The Chairperson will be elected by the members of the Committee. No paid staff will be members of the Committee.

### Duties:

1. Develop personnel policies and procedures, to be approved by the Board of Trustees.
2. In collaboration with the Senior Minister conduct an annual review of the personnel policies and procedures.
3. Maintain and keep current the Personnel Policy Manual. Archive the Manual as a history of FPB personnel policies.
4. Assist the Senior Minister in the development of job descriptions, salary, administrative practices, benefits, and other employment policies needed to comply with appropriate Massachusetts and federal laws for all staff.
5. Serve on each hiring sub-committee established when a position is vacated or created. The Chair of the Personnel Committee will designate one member of the committee to serve along with the staff person in charge of the open position. At the discretion of the staff person, one or a maximum of two others might be appointed as appropriate. Once established, the Board of Trustees will be informed of the hiring sub-committee membership.
6. Participate in employee grievance procedure if resolution has not been reached after employee has followed the procedure of first speaking with their supervisor and the Senior Minister if necessary.
7. During the annual budget process, recommend salary and benefit adjustments and hours worked. All decisions regarding increases or decreases in pay or hours worked or benefits for staff are to be exclusively handled by the combined input of Supervisors, Minister(s), and Personnel Committee. Final approval will be made by the Board of Trustees.

*Updated and approved by BOT 3/19/24*