

**ABRAHAM LINCOLN UNITARIAN UNIVERSALIST CONGREGATION  
POLICIES AND PROCEDURES MANUALS  
COMMITTEE RESPONSIBILITIES**

## **PERSONNEL COMMITTEE**

The Chair or assigned committee member is responsible for:

1. Supervision of staff in consultation with the appropriate persons which may include the Board, Minister and RE committee. This includes but is not limited to:
  - a. Compiling job descriptions for each position
  - b. Conducting annual evaluations
  - c. Conducting periodic time usage assessments for salaried staff as necessary
  - d. Recommending salary adjustments to the Board
  - e. Recommending time adjustments to the Board (e.g. that a position be funded for a greater or lesser number of hours)
  - f. Fielding complaints from members of the congregation regarding the staff person
  - g. Monitoring the budget line and insuring that salaries paid do not exceed the available amounts
  - h. Monitoring on an on-going basis, the performance of all employees and reporting problems to the Board in a timely manner
  
2. Compliance with federal and state governments on the occasion of hiring a new staff member, whether professional or otherwise, in filing tax and other new employment forms, and maintaining the required paperwork on file in the church office. This includes but is not limited to:
  - a. federal and state W-2s,
  - b. federal proof of citizenship,
  - c. Illinois Department of Employment Security, etc.
  
3. Supervision of the end of an employee's employment. This includes but is not limited to:
  - a. Securing the employee's keys to the building
  - b. Insuring that church materials remain in the building or are returned to the building
  - c. Insuring that the termination date is communicated to the treasurer so that paychecks are paid to the date of termination and not beyond
  - d. Conducting an exit interview
  
4. Participate in recruiting and hiring by having one member of the committee on the hiring committee.
  
5. Other duties as assigned by the board president.

**Approved by the Board of Directors, 5 June 2007**