

UUFB PERSONNEL COMMITTEE CHARTER

September 2021

The Personnel Committee performs some of the aspects of a Human Resources department for the Fellowship. They do not hire, manage or supervise staff. They advise the Board and the senior minister on best practices regarding personnel issues.

Membership

- Membership on the committee will consist of 3-5 members/friends of UUFB. Friends will make up less than 50% of the committee's membership.
- Terms of membership will be three years and staggered where possible.
- The minister and a board member liaison will be ex-officio members of the Personnel Committee.
- The Chair/Convener shall be confirmed by the Board after selection by either the committee members or the Leadership committee.

Meetings

- Regular meetings shall be held at least quarterly and as needed when requested by the Board or committee members.
- Minutes will be kept and submitted to the Board and staff.

Responsibilities of the Personnel Committee

- Develops and maintains the UUFB Personnel Manual (Handbook) submitting any changes to the board for approval.
- Assists the board in developing and updating personnel policies.
- Ensures that the Fellowship is in compliance with applicable state and federal laws as an employer.
- Ensures that the Fellowship is in compliance with applicable rules for insurance and retirement plans.
- Ensures that the Fellowship's personnel procedures are consistent with UUA human resources guidelines.
- Ensures fair hiring practices.
- Ensures fair staff grievance procedures.
- Ensures fair employee assessment procedures.
- Conducts exit interviews of employees when requested by Board or Minister.
- Reviews staff Letters of Agreement to ensure compliance with regulatory laws.

Approved by the UUFB Board 10/11/21