

HUMAN RESOURCES COMMITTEE

Functions and Policies

I. ORGANIZATION

The Human Resources Committee (hereafter referred to as 'the committee') shall consist of voting members of the congregation who have an understanding and interest in human resources matters.

The committee shall elect from its membership a chairperson and a recorder. The committee shall meet on a "need or call" basis as may be deemed necessary.

II. RESPONSIBILITIES

1. Assure compliance with Federal and State Employment laws and regulations.
2. Develop and maintain Employment Policies and Procedures and an Personnel/Employee Handbook.
3. Develop and maintain job descriptions for lay staff positions.
4. Develop and maintain lay staff personnel files.
5. Develop and maintain administrative procedures for lay staff compensation, including time away from work, recruiting, interviewing, hiring, performance and behavior expectations, employee evaluations, discipline and dispute resolution, terminating the employee relationships, and other related activities.