

TITLE: Personnel Committee	NUMBER: F-16
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PERSONNEL COMMITTEE

SCOPE:

The Personnel Committee assists the Rector by recommending, monitoring and managing the personnel policies for both clerical and lay staff to ensure fair and proper management of personnel issues.

COMPOSITION:

The Committee consists of a Chair, who is a member of the Vestry, the Senior Warden, and other members as the Chair deems necessary.

RESPONSIBILITIES:

The Committee:

1. Develops, in collaboration with the Wardens and the Finance Committee, recommendations on compensation for the Rector for the coming year. The Rector, in cooperation with the personnel and finance committees, makes recommendations for assisting clergy and lay staff. These recommendations should be in itemized form for each staff member and submitted to the Vestry no later than the October meeting.
2. Solicits, receives and evaluates proposals and requests for new or revised policies that affect Personnel Benefits and Training
3. Recommends revisions to personnel policies as needed and provides revised copies of the policies after they have been authorized by the Vestry.
4. Arranges for the preparation of legal documents to implement Vestry decisions or actions which involve personnel contracts, pensions, etc., as appropriate.
5. Investigates, studies, reviews, and reports on personnel issues as requested .
6. Assists the Rector in hiring new staff members, and in the developing of a Letter of Agreement for each new staff person.