

CHAPTER FOURTEEN
HUMAN RESOURCES COMMITTEE

I. Membership

- A. The Human Resources Committee consists of six (6) members, divided into three classes of two (2) each. They include teaching and ruling elders and deacons.
- B. The Stated Clerk may be called upon as a resource to this Committee and the Executive Presbyter serves *ex-officio*, without vote.
- C. Care is taken to nominate a Committee member that has experience in personnel matters.

II. Purpose and Accountability

A. Purpose

The purpose of the Human Resources (HR) Committee is to maintain an effective process for employment of administrative and mission project staff pursuant to *BoO* G-3.0110.

B. Accountability

- 1. The HR Committee is guided by this *Manual* and the Employee Handbook.
- 2. The HR Committee is responsible to Presbytery but reports through the Executive Committee.

III. Duties

- A. Provide advice and support to the Executive Presbyter in all human resource related matters including, but not limited to:
 - 1. Provide inputs to annual performance evaluations of all paid staff positions;

2. Advise in matters of employment, termination, and evaluation of all staff members;
 3. Recommend, following consultation as prescribed below, the termination of employment at any time, of a member of the administrative or mission project staff;
 4. Recommend, in the event of a vacancy in the administrative staff or need for temporary staffing needs, appropriate personnel for temporary employment;
- B. Maintain an Employee Handbook that sets forth the personnel policies and practices of the Presbytery for all administrative and mission project staff members that are Presbytery employees;
- C. Engage in evaluation and counseling with all Presbytery administrative staff members as requested by the Executive Presbyter; engage in evaluation and counseling with all Presbytery mission project staff members as requested by the Executive Presbyter or mission project steering committee;
- D. Ensure performance evaluations of all Presbytery administrative and mission project staff members are conducted on an annual basis (or more frequently if determined appropriate), as described by Chapter 3 of this *Manual*.
1. Provide guidelines for administrative review of administrative and mission project staff, including procedures for appeal to the Human Resources Committee;
 2. Receive and review reports of the performance reviews; and hear appeals as needed;
- E. Conduct periodic reviews of the Stated Clerk and Executive Presbytery as described by Chapters 2 and 3 of this *Manual*, respectively.
- F. When dealing with employment, termination, or evaluation of staff, consult with the chair or another representative chosen by any committee to which the staff person is related by position description;

- G. After completion of consultations with the appropriate committee or mission project steering committee, completion of background checks, and selection of a candidate for an administrative or mission project staff position, issue offers of employment;
- H. Review annually and recommend to the BP&F Committee, for inclusion in the Presbytery operations budget, the individual salaries of administrative staff;
- I. Review annually mission project steering committee proposals for salaries and recommend to the E&M Committee for inclusion in the Presbytery missions budget, the individual salaries of mission project staff;
- J. Keep current position descriptions for each administrative and mission project staff member;
- K. Assist churches of the Presbytery, as requested, in the formulation and review of personnel policies, guidelines or procedures for congregational staff;
- L. Provide advice and support to mission project steering committees regarding in all human resource related matters including, but not limited to position descriptions, employment of staff members, routine personnel administration during the period of employment and, if warranted, termination of employment for mission projects;
- M. As requested, provide day-to-day human resource related advice and consultation; and
- N. Fulfill any additional requirements specified in this *Manual* and the Employee Handbook.