

## **UUFPP POLICY**

**Name:** Personnel Policy

### **Purpose**

To establish requirements for the maintenance of procedures and documentation regarding the Fellowship's employees.

### **Rationale**

1. To promote fairness in hiring, compensation, benefits, termination and the handling of grievances and disciplinary actions.
2. To comply with state and federal employment law.

### **Policy**

1. The Fellowship will maintain the following personnel documents:
  - a. manual of personnel procedures;
  - b. job descriptions for all employees;
  - c. annual performance evaluations;
  - d. other documents constituting a personnel file for each employee.
2. Procedures will be developed and maintained by the Personnel Committee regarding the following:
  - a. confidentiality of personnel matters;
  - b. hiring, probation, resignation, grievances, conflict, discipline, dismissal;
  - c. hours, compensation, benefits, leave;
  - d. performance evaluations and revision of job descriptions;
  - e. other procedures as deemed appropriate and/or necessary.
3. Job descriptions will be revised by the Personnel Committee and presented to the Policy Board for approval.
4. Changes to compensation and benefits will be recommended by the Personnel Committee, endorsed by the Policy Board and approved by the congregation as part of the budget.
5. The Personnel Committee will conduct annual performance evaluations for the purposes of revising job descriptions and recommending changes to compensation and benefits.
6. Proposed changes to personnel procedures will be presented to employees before they are adopted.
7. Employees have the right to view their personnel files.

### **History**

Adopted: December 21, 2011