

## **PERSONNEL COMMITTEE**

Annual Report, 2011

Now in its second year as a re-structured session committee, the Personnel Committee continued to build on the changes made in 2010 and the goals established then, namely the integration, standardization and formalization of all human resources policies and procedures for the Church and the Nursery School. Highlights of this year's accomplishments include:

1. Completion of the staffing plan for the Business Office with the hiring in January of a bookkeeper, and in September with the hiring of a controller.
2. Implementation of key recommendations of the 2010 Custodial task Force, including work order tracking, redefinition of the role of the receptionist, development of a Custodian Procedure Handbook and daily tracking log, and the better use of the website to encourage space rentals.
3. Selection of new insurance brokers, The Garvin Group, and in March the institution of the "Difference Card," a modified self insurance plan, which by the end of the fiscal year had saved almost \$80,000 for the church and the nursery school combined.
4. Revitalization of the process of formal written annual performance evaluations for all church and nursery school employees, including the senior pastor, and the development of new and significantly more elaborate evaluative tools.
5. Development and institution of a written Parental Leave Policy.
6. Negotiation and execution of a comprehensive employment agreement for the nursery school director, the first such document since 2003.
7. Creation of a subcommittee to develop a comprehensive orientation manual for new employees and lay leaders of the church; its main purpose will be to provide background on cultural aspects of working at FPC and its nursery school.
8. Approval of the application of a Yale Divinity student as a 2011 summer intern.
9. Approval of 2012 wage/salary increases for all church staff with a three-tiered approach: 3.5% for pastoral staff, 3% for administrative staff, and 2.5% for facilities staff. Approval in addition of retroactive lump-sum payments totaling \$12,000 for the pastoral staff who did not receive raises in January, 2011. These will be paid following congregational approval at the Annual Meeting, 1/29/12.

Lawrence N. Tallamy, Chair

### **Committee Members:**

Martha Ferry	Boyd Johnson	Barbara Sherman	Dr. Jon Walton
Mark Fontaine	Margaret McClure	Susan Tedesco	
Anne Gray	Jeffrey Metzler	Ryan Tirre	

