

## **PERSONNEL COMMITTEE**

Annual Report, 2010

The Personnel Committee was restructured this year as approved by Session. Now composed of four Elders, four Trustees and one Deacon, with the Senior Pastor and Business Administrator serving as ex-officio members, the Committee functioned highly effectively; the overarching theme and goal of its work involved the integration and standardization of all personnel policies and procedures for the Church and the Nursery School. Highlights of this year's accomplishments include:

1. Revision, integration and distribution of the Personnel Handbook for mandatory use by the Church and the Nursery School. The last revision had been in 2003.
2. Completion and execution of a contract for the Organist/Choirmaster which will now serve as a template for other professional staff, including the Director of the Nursery School.
3. Institution of a formal annual evaluation form/process, tied to a review of compensation, for all staff of both the Church and the Nursery School.
4. Creation of a Pension Review Subcommittee which resolved past issues and confusion around the Church's 401(k) Plan; analysis and revision of the plan to include "Safe Harbor" provision as a benefit to IRS-defined "highly compensated" staff.
5. Creation of a Task Force on Issues involving Custodial Staff and adoption of most of its comprehensive recommendations, especially involving front desk personnel, room use procedures and use of uniforms for staff.
6. Creation of a Task Force to Review all Position Descriptions which will now allow an accurate analysis of staff structure and function.
7. Review of Church and Nursery School policy and procedure on employment background checks; reinstatement of the "Reducing the Risk" policy adopted officially in 2008.
8. As part of the annual comprehensive labor budget analysis, (a) proposal and approval of a new concept for savings health insurance coverage: "The Difference Card," to be instituted as part of the March 1, 2011 renewal of the Oxford Health Insurance Plan, and (b) approval of a 3% wage increase for non-pastoral Church personnel.

Lawrence N. Tallamy, Chair

### **Committee Members:**

Lee Anderson	Boyd Johnson	Ryan Tirre	Dr. Jon Walton
Martha Ferry	Margaret McClure	Kevin Umeh	Susan Tedesco
Anne Gray	Nancy Sellar	Kathie Young	

