

EMMANUEL LUTHERAN CHURCH

THE PERSONNEL COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

September 11, 2018

ESTABLISHMENT

This Personnel Committee was established by the Emmanuel Lutheran Church Bylaws & Continuing Resolutions, paragraph C13.07.01k

Re-name The Personnel Committee to The Human Resources Committee

HUMAN RESOURCES COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01k of the Emmanuel Lutheran Church Bylaws & Continuing Resolutions.

To establish, develop or review and update for Emmanuel Lutheran Church all types of Human Resources procedures and policies. These procedures and policies will include, but are not limited to employment, employee discipline, employee compensation and benefits, legal compliance, performance review and such other duties assigned, modified or removed by a majority vote of the Congregation Council.

Assists and/or advises, as requested, the Pastor, and/or Congregation Council on all Human Resources issues relating to church employees or church committee members.

AUTHORITY

Prior to implementation, all policies and procedures developed or modified or recommended for removal by the Human Resources Committee must be approved by the Congregation Council.

The Human Resources Committee must review all employee disciplinary actions before they become final and binding. The Human Resources Committee, after its review of the action, will make a recommendation to the Congregation Council. The Congregation Council may affirm or over-rule the recommendation of the Human Resources Committee. Over-ruling the Human Resources Committee recommendation will result in the disciplinary action being vacated.

COMMITTEE MEMBERSHIP

Due to the potential sensitive nature of the Human Resources Committee's work, members should have some knowledge of Human Resources Law, Compensation & Benefits, or Policies and Procedures along with the ability to maintain confidentiality.

Page 2 Human Resources Committee Description

The Human Resources Committee will have a maximum of four (4) members with one Human Resources Committee member acting as Chairperson for the committee and with one member also being a member of the Congregation Council. Appointments to the Human Resources Committee are for a three (3) year term. Human Resources Committee members may be reappointed for consecutive terms. A Human Resources Committee member may resign their appointment at any time.

The Congregation Council will approve membership for this committee. The Human Resources Committee will nominate new members or recommend reappointments for this committee as needed. The Congregation Council may, as it deems necessary, remove members from the Human Resources Committee.

COMMUNICATION

The Human Resources Committee Congregation Council representative is requested to provide an oral report of the Human Resources Committee's work during the previous month during the Congregation Council meeting, or as otherwise requested by the Congregation Council. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and provided other information specific to the work of this committee.