

## **Committee/Group Name: Human Resources Committee**

### **Purpose of Committee:**

To foster and maintain positive board/staff relations

**Members:** Larry Charach, Lynn Wolff, Gerard Hayduk and Lynne Turvey

### **Major Actions of 2019-20**

- Action 1
  - Provided Advice to UCE Board on HR Matters
- Action 2
  - Renegotiated/Negotiated and updated contracts as required
  - Moved to 10 month contracts
  - Updated and clarified process for vacation pay and time off
- Action 3
  - Facilitated putting in place acting Supervisors during Minister search
- Action 4
  - Advice on time sheets for new Accounting and Payroll system

### **Outcomes Achieved**

- New timesheet system in place
- Acting Supervisors in Place
- Contracts in place for 10 month term
- Annual performance appraisal of Church Administrator and RE

### **Planned Actions for 2020-21**

- As determined by the Board, assist in transition to new Minister
- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements to accommodate changing circumstances
- Prepare Employee Manual with established guidelines and processes not just on banking / taking time off but rules, processes, guidelines that apply to employees of UCE. That ensures fairness and consistency for employees of UCE.

### **Recommendations for Board Consideration**

- With HR Committee input, complete HR Plan for the transition period to new Minister
- Review the hours required for the RE Director to satisfactorily perform the job requirements
- Determine what grants, if any are available, and apply where applicable

**Submitted by:** Larry Charach, Chair