

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

**Purpose of Committee:** To foster and maintain positive board/staff relations

**Members:** Larry Charach, Lynne Turvey, Board Liaison: Lynn Wolff

### **Major Actions of 2023-24**

- Action 1
  - Provided advice to UCE Board on HR Matters
- Action 2
  - Updated Employment Agreement(s) for staff
- Action 3
  - Reviewed staff wages and hours; in consultation with Minister made recommendations to Finance Committee
- Action 4
  - Completed UCE Employee Manual
- Action 5
  - At the Board's request, began exploring congregational needs for a second part-time employee to replace the previous Religious Education position. A survey provided excellent feedback. Budget considerations have postponed the process.
- Action 6
  - As requested by Board determined need for contract position to address maintenance and church upkeep/determined need to replace custodian contract

### **Outcomes Achieved**

- Custodial Service Agreement to fulfill general building maintenance and janitorial requirements on a weekly basis
- UCE Employee Manual approved by Board
- Recommended Staff/Minister budget for 2024/25
- Plan for family Sunday support has been developed to start in the fall.

### **Planned Actions for 2023-24**

- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements and benefits to accommodate changing circumstances
- Continue exploring composition of a new part-time position to address UCE needs.
- Recommendations to Finance Committee for staff wages and hours

### **Recommendations for Board Consideration**

- None at this time

**Submitted by:** Larry Charach, Chair