

## PRESBYTERY OF RIVERSIDE ASSEMBLY

### PERSONNEL COMMITTEE

The Personnel Committee assists the Presbytery Commission (PC) in identifying staffing needs of the Presbytery and assists in meeting those needs by engaging persons to perform the necessary tasks in compliance with *Book of Order* F.1.0403 "... reflected in the rich diversity of the Church's membership.....regardless of race, ethnicity, age, sex, disability, geography, or theological conviction." The Personnel Committee shall monitor the work place so that staff (paid or volunteer) are treated in compliance with all provisions of secular employment law and presbytery approved personnel policies. The committee may advise the Presbytery Commission regarding minimum salary for paid positions.

### COMPOSITION

The Personnel Committee ideally is composed of six (6) persons. The Nominating Committee is tasked with staffing the Personnel Committee with a minimum of two (2) clergy and two (2) lay members. However, the committee may meet and perform its duties pending the selection of six (6) persons, with at least two (2) clergy. No two members shall be from the same church. The head of staff shall be an ex-officio member without vote.

### FUNCTIONS

1. Counsel with staff.
2. Maintain personnel files on all staff in a locked cabinet to protect confidentiality regarding all personnel actions and evaluations.
3. Annually review and, as needed, recommend for update to the Presbytery Commission or the Presbytery Assembly the position descriptions of all staff utilizing a standardized procedure to assure that all staff are reviewed in an equitable manner.
4. Recommend to any budget task force of the Property, Finance, Investment and Funds Development Committee and for approval by the Presbytery Commission, and as appropriate, the Presbytery Assembly, minimum salaries and terms of employment of all paid staff.
5. Biennially (2 years) review the Presbytery Personnel Policies.
6. Participate in the selection process by inclusion on the interview panel of a committee representative of all paid staff authorized by Presbytery, except the Presbytery Leader for Mission and Vision/Stated Clerk and the Treasurer.
7. Maintain folders for new hires that include information on all forms needed to hire, as well as information on benefits, leave programs, and retirement plans, if appropriate.
8. Aid session personnel committees by maintaining sample personnel policies and position descriptions from local churches.
9. In the absence of a Presbytery Leader for Mission and Vision/Stated Clerk, the required-for-membership criminal, motor vehicle, and credit background checks will be conducted by a staff member to be determined by the Personnel Committee Chair.

## RELATIONSHIPS

The chair or co-chair shall serve on the Presbytery Commission.

## CONFLICTS OF INTEREST

As per the Presbytery Manual of Administrative Operations, Conflict of Interest Policy, paragraph 2, when congregational matters are discussed in which there may be a conflict of interest with any person at the meeting, that person shall be excused for that part of the meeting.