



**Personnel Committee Report to the Presbytery Assembly September 14, 2019**  
**Jeff Mague, Chair**

**For Action**

1. Approve Personnel Policies draft Aug 20, 2019.

**For Information**

1. Staff review for the Office Manager was held on August 26; the Treasurer review date is to be determined. The Communications Specialist was recently reviewed. All other staff positions will be reviewed according to the Personnel Policies requirements.
2. Letter from Kay Gustafson, Esq, regarding recent changes to California labor laws was distributed to all pastors.
3. Pay adjustments were approved by the Presbytery Commission on August 20, and will be incorporated into the overall 2020 budget request, which will be approved by the Presbytery Assembly.
4. A position description for the VCI Coordinator was approved by the Presbytery Commission on August 20.