

Personnel Committee

(Approved by the Presbytery of Hudson Presbytery: 5-23-17)

Purpose: The purpose of the **Personnel Committee** is to develop and provide, in collaboration with the General Presbyter/Head of Staff, oversight of personnel policies and procedures that will enable the Presbytery of Hudson River (HRP) to recruit, retain and motivate its paid staff in a supportive work environment.

Accountability: The Personnel Committee shall be accountable HRP through the Council.

Membership: The Personnel Committee shall consist of nine (6) voting members, comprising of ministers of Word and Sacrament and lay members in numbers as nearly equal as possible, nominated by the Committee on Representation and Nominations and elected by HRP; these persons will preferably have human resource, personnel, supervisory and/or labor law knowledge and/or experience and shall be able to maintain confidentiality. The term of service is three (3) years with the eligibility to serve two (2) full terms or a maximum of six (6) consecutive years. The chair shall also be nominated by the Committee of Representation and Nominations and elected by the presbytery for a one (1) year term and may be renewable. No two (2) members shall be members of or serve the same congregation, from the same family, nor be related to or members of or serve the congregation of any of the paid staff. The General Presbyter/Head of Staff shall be the ex officio member with voice but no vote.

Meetings: The Personnel Committee will meet as necessary, not less than quarterly.

General Presbyter/Head of Staff: The General Presbyter, as Head of Staff, is responsible for the management and supervision of the staff and for the implementation of approved personnel policies and will serve as staff to this committee. This committee will not meet without the General Presbyter/Head of Staff present, except when he/she knows the purpose of the meeting and agrees not to be present, or it is the time of review.

Responsibilities: While maintaining strict confidentiality in its deliberations, the Personnel Committee, in collaboration with the General Presbyter/ Head of Staff, shall do the following:

1. Maintain the Hudson River Presbytery's Personnel Manual as approved by the Presbytery and review and recommend updates to the Manual as appropriate.
2. Provide support, encouragement and a safe and nurturing work environment for all staff.
3. Ensure that all staff are accountable for the responsibilities found in their position description and, through the policies set forth in the Presbytery's Personnel Manual, treated fairly and equitably.
4. Work with the General Presbyter/Head of Staff to ensure that the staff structure and position descriptions are consistent with the vision and mission of the Presbytery, and that all position descriptions are accurate and up-to-date.
5. In collaboration with the General Presbyter/Head of Staff, approve the addition of all new paid staff and the development of staff position descriptions and oversee the search.
6. Hire and terminate all paid staff with the concurrence of the General Presbyter/Head of Staff with the exception of the General Presbyter who is called and installed by HRP and the Stated Clerk who is elected by HRP upon recommendation of the Personnel Committee.
7. Provide an annual review of all paid staff.
8. Review staff compensation annually and make recommendations for changes in compensation to the Council through the Budget, Finance and Property Committee.