

Michael Servetus Unitarian Universalist Fellowship  
Minutes of the Personnel Committee  
December 15, 2003

Attendance

**Members:** Liz Bolza, Joanne Fox, Jack Slingerland (Scribe), Marc Veneroso (Chair)

Meeting held in the Library of MSUUF.

1. DRE Contract

Has anything happened with the DRE contract for 2003-4. Jack will check with Tammy and get a copy if there is a contract.

Why do we have a contract for the DRE? The general answer was that the DRE is a "professional". Our "classified" staff are covered by our Personnel Policies for hourly employees. (Some members pointed out that they are also professionals and don't have employment contracts.)

If there is no current contract for the DRE, Jack will get the most recent and do a "reasonableness check".

Either the existing contract or a proposal for the current year will be distributed to the committee for consideration at the February meeting.

Marc proposed that the DRE's contract follow the structure of the Minister's Agreement which has a stable body with a page of annually updated financial data.

Marc requested that Jack send him an electronic copy of the Minister's Agreement.

2. Minister's Agreement

Marc (with a "c") will check with Mark (with a "k") about the schedule for submitting the new proposal for the Minister's Agreement to the Board of Trustees.

3. Personnel Policy

Jack will prepare a set of Personnel Policies showing the revisions. Marc will distribute them to the Trustees in late January.

4. Performance Evaluations

We reviewed the Performance Evaluation documents prepared by Liz.

**Form C:**

- Move supervisor's signature to follow the supervisor's comments.
- Delete the "don't agree" sentence.
- Change "may attach a written rebuttal" to "may include additional comments."

**Form B:**

- At top, change "Initial" to "Trial Employment Period", and add "Other".
- Make the signature section match that of Form C.

**Form A:**

- This is Mark's form. Use it as he designed it.

**Next** - After Liz has made the above revisions, Marc will send the forms to the Supervisors along with a cover letter including suggestions for which form to use with which job classifications.

## 5. Independent Contractors

We reviewed the Independent Contractor form prepared by Joanne. The form was complete, but we asked that Joanne add a footer that includes the revision date of the document.

We agreed that our goal is that every independent contractor actually have a signed contract.

**Summer RE Coordinator** - We discussed the Summer RE Coordinator position. Should it be an employee or an independent contractor? Joanne pointed out that sometimes the position has been shared between two people? How do we handle multiple people in a single job?

We need to protect summer RE staff with the church's liability insurance. That seems to mean we want them to be employees.

Marc will write a letter to the DRE and Business Manager recommending that in the future Summer RE Staff be employees of MSUUF.

## 6. Next Meeting - 19 January 2004

**Scribe:** Liz  
**Open/Close:** Joanne