

Personnel Committee – Job Description

Book of Discipline – CF&A Responsibilities

To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff, unless the annual conference has designated another agency to carry this responsibility. These policies and practices shall be in accordance with the Social Principles.

The Bishop designates the Personnel Committee (PC) to ensure that there are adequate and just employment policies, procedures, and practices for:

- lay conference staff
- the Directors of the Camps and Conference Centers
- lay district staff
- clergy who serve in conference administrative roles (the Conference Personnel policies and procedures do not limit in anyway the rights and responsibilities otherwise defined for clergy by the Book of Discipline)

The PC will develop and maintain an Employee Handbook containing all employment policies ensuring that they comply with all compensation and benefit guidelines established by the GCFA and the Social Principles of The UMC.

The PC may consult with attorneys, Human Resource specialists, and GCFA advisors from time to time to ensure the legality and integrity of the policies, procedures, and practices and will maintain confidentiality as appropriate to the situation.

The PC also provides consultation to the Bishop, the Director of CF&A and the Conference Human Resource Manager regarding employment matters. This includes

- pay scale
- compensation and benefits
- merit pay
- performance management

Members of the PC are nominated by the Bishop and cannot include any persons related to or living in the same household as a person who is employed by the conference.

Committee members will conform to all confidentiality and conflict of interest rules established by the conference.