

## **PERSONNEL COMMITTEE CHARTER revised June 14,2017**

The Personnel Committee is a permanent committee of the Beit Am board, providing a focal point for the Beit Am community's formal relationship with the Beit Am employees, and functions as a liaison between Beit Am board and the employees. The major duties of the committee include:

- Write and/or update job descriptions and performance measures
- Design and/or update evaluation tools and processes
- Conduct annual performance reviews
- Propose approaches to respond to any concerns identified
- Moderate the grievance procedure
- Communicate information about the employees' roles and responsibilities to the community at large.
- Review and formulate salary recommendations to board.
- Do any other work needed for good personnel management

Twice annually, the Personnel Committee will meet with the President, Administrator, and Religious Leader to set goals and priorities.

The Personnel Committee will meet regularly (at least twice a year) with each employee to:

- Prepare periodical goals, based on board directions and employees input, discuss progress on those goals, and make any mid-course changes as needed.
- Discuss the relationship between the employee and the personnel committee in general, and any specific concerns or issues that have arisen
- Discuss any concerns or issues that have been brought to the committee's attention by either employee, the Board, members of the community, or others who have interactions with Beit Am's staff

### Grievance Procedure:

Concerns about the performance of Beit Am's employees, or about Beit Am's management of its employees, will first be addressed between the parties, then by the Personnel Committee. If not resolved to the satisfactions of both parties, the concerns will then be addressed by the Executive Committee of the Board, then by the full Board.

### Composition of the Personnel Committee:

In order to provide continuity and consistent management, the Personnel Committee shall be composed as follows: The chairperson shall be the Beit Am Board member who holds the Personnel Portfolio. The President, with consultation with the Personnel Committee chair, shall appoint two additional members. One shall be a past chair of the Personnel Committee, and one shall be a non-Board member.