

Westminster Presbyterian Church
Personnel Committee Meeting
Sunday May 20, 2018

1. The first issue presented was the change in break and lunch issues. The Committee decided to make no change to the present practices in effect.
2. The Committee voted to add to the Personnel Policies & Procedures Handbook the following language regarding the requirements when a church member is hired as an employee:
 - 1) No church member who is an employee is allowed to serve in a leadership position such as active Deacons or Elders, and Members of the Nominating Committee or Endowment Trustees.
 - 2) A signed Disclosure Form indicating personal conflicts of interest, such as speaking about or voting on issues that might impact the pastor's term of call or the employees employment on any issue.
 - 3) Have the Employee sign a Confidentiality Statement indicating that all work related communications are to be held in confidence except as is protected under Federal and State laws.
 - 4) A clear distinction will be made as to when the employee is being paid for their services and when the Employee is volunteering his/her time as a church member or for any church activity.

The issue passed by motion.

3. The request for office administrator to have time off. The issue is that Claudia Schooley has requested certain time off which was scheduled before her hire. The Committee approved the time off which will be only paid for any earned vacation which the employee will use during her absence. Jon Hauerwas will approach at least one church member who has indicated some interest in the position to serve in this on a temporary basis for the period of time in August. Any further requests for leaves of absence or time off will be dealt with on a case-by-case basis.

This action passed by motion of the Committee.

4. There has been a request that Eileen Martinez be given a pay raise to \$21 per hour.

By motion, the Committee approved the increase in wages to \$21 per hour effective upon the action by Session on the pay increase.

5. By motion, the Committee approved the hiring of Chelsea Moses as childcare worker at \$9.18 per hour on a variable schedule.
6. The Committee approved by motion the hiring of Tracy Range as lead childcare provider. The hourly rate will be \$13.50 an hour for 3-6 hours per week.
7. John Childs and Jon Hauerwas will meet with Damon Horner to discuss his performance during his 90-day probationary period.

8. Concerns regarding TRY's custodial performances were raised. There have been some issues coming up regarding the performance of the maintenance company (TRY); we are going to explore finding alternative contractors or contractor to do the cleaning on a comparative basis as to cost, etc.
9. Cleaning supplies are going to be locked up as there seems to be a problem with supplies leaving the facility. This is to lessen potential theft of materials from the Church.
10. Rotary Club. Jon has been asked to the Rotary Club which would cost less than \$1,000 annually. It will be funded by Jon's personal/professional expense account which has not been completely utilized in his service.

The request for Jon to join the Rotary Club and pay the expense out of his professional expense account was passed by motion.

Respectfully submitted,

John N. Childs, Moderator
Personnel Committee