

## **PERSONNEL COMMITTEE**

### **Purpose:**

To be responsible for addressing human resource issues at Beth Hillel Temple.

#### **1. Policies**

- Continually review Temple personnel policies currently in place and recommend additions and changes as needed.

#### **2. Processes and Procedures**

- Develop and oversee the process for creating and communicating role and performance expectations (job descriptions), setting annual goals and objectives, measuring results and evaluating performance for all temple employees including the following: Rabbi, Office Administrator, Religious School Administrators, Teachers, Hebrew School Administrator, Caretaker, Youth Group Advisor, Cantorial Soloist, and others as may be determined.
- Develop a process for addressing misunderstandings and conflict and regularly communicate that to employees and temple members.
  - Regularly assess the quality of the work environment.
  - Serve as an information and advisory resource in the resolution of differences and conflicts.

#### **3. Recruitment and Hiring of New Employees**

- Be an active participant in the search for and hiring of new employees by
  - Participating on employee search committees as needed.
  - Developing advertising, and initiating personal communication, when appropriate.
  - Screening, scheduling and interviewing candidates and communicating hiring decisions when appropriate.
  - Preparing agreement letters related to employment in consultation with internal legal counsel.

#### **4. Budgeting**

- Participate in the annual budgeting process by being the central collection point for relevant salary and wage/benefit information for all temple employees.

Work as a group to

- Develop policy recommendations
- Review current processes for performance evaluation at Beth Hillel Temple and recommend changes or improvements as needed
- Represent the Personnel Committee on Temple Search Committees
- Create an annual budget for Temple personnel

**Why be a member of the Personnel Committee?**

If you have the experience of dealing with human resource issues, or simply an interest in learning, service on the Personnel Committee represents an opportunity to help assure that the Temple has a full complement of capable, effective staff to deal with the spiritual, administrative, educational and social needs of the congregation as well as the facility requirements of the temple.

**Committee Chair: Reva Holmes**