

PERSONNEL POLICIES FOR MINNEAPOLIS FRIENDS MEETING

I. INTRODUCTION. The purpose of this statement of personnel policies is to establish clarity in the relationships between the Minneapolis Friends Meeting and its employees. More important than the specific arrangements outlined below, which may change as needed, are our degree of caring, our willingness to work in harmony with one another, and our ability to be open to the leadings of the Spirit. We sincerely desire that work for the Monthly Meeting, whether voluntary or paid, arises from prayerful attention to God's leadings.

II. EMPLOYEE OVERSIGHT AND NURTURE.

A. GENERAL. Administrative oversight and supervision of the work of Monthly Meeting employees is provided by the Liaison and Review, Property, and Nursery Committees. These committees are responsible, as regards personnel issues, to the Stewardship Committee, the Trustees, and, ultimately, the Monthly Meeting. The Personnel Coordinator serves to help these bodies continue their appropriate communications regarding personnel issues.

B. RESPONSIBILITIES AND TASKS: the COMMITTEES.

1. Supervision, and review of the performance, of employees and contractors is the responsibility of the committees which assign their work.
2. Development of budgets for personnel expenses is the responsibility of the committees.
3. Review and approval of committee budgets for personnel is the responsibility of the Stewardship Committee.
4. Review of the Personnel Policies is the responsibility of the Trustees, to be carried out at least once every five years.
5. Consideration and approval of Personnel Policies recommended by the Trustees is the responsibility of Monthly Meeting.

C. RESPONSIBILITIES AND TASKS: the PERSONNEL COORDINATOR.

1. Reminding committees when to do salary recommendations and performance reviews.
2. Assistance to committee clerks and the Director of Ministry in the performance review process.
3. Recommendation of a personnel budget to the Stewardship Committee.
4. Safekeeping of confidential, separate copies of employee's performance reviews.
5. Organizing a personnel policy review at least every five years.
6. Convening a meeting on personnel issues if necessary.
7. Response to a complaint by an employee, on request.
8. Maintaining copies of job descriptions.
9. Maintaining a file for each employee including the job application, resume, letters of reference, and other employment documents.

D. SCHEDULE FOR PERSONNEL ADMINISTRATION.

1. Work of employees and contractors should be evaluated by the appropriate committees, and the evaluations sent to the Personnel Coordinator, every year by November 1.
2. Work plans, proposed job description changes, and personnel budget requests should be sent by the appropriate committees to the Personnel Coordinator, every year by December 1.

III. EMPLOYMENT.

A. RECRUITMENT, APPOINTMENT, AND RE-APPOINTMENT.

1. NON-DISCRIMINATION. Minneapolis Friends Meeting will not discriminate in appointment of employees or contractors on the basis of race, color, sexual preference, age, gender, or national origin; however, preference will be given to members of the Religious Society of Friends, all other things being equal.
2. CLASSIFICATION. The staff positions of Director of Ministry, Office Manager, Custodian, and Nursery Care Provider have job descriptions. All other paid persons are contractors with Minneapolis Friends Meeting; they have task descriptions and work fewer than 20 hours a week.
3. BASIS OF CONSIDERATION. Consideration of applicants will be based on written task or job descriptions.
4. ANNOUNCEMENT. Vacant positions are reported to the Meeting as a whole with wider advertisement when appropriate.

5. SEARCH PROCESSES.

- A. **DIRECTOR OF MINISTRY.** When the Director of Ministry position becomes vacant, the Monthly Meeting shall appoint a Search Committee of not less than five nor more than ten members, including at least one member of the Liaison and Review Committee, Ministry and Counsel, and Stewardship Committees. This search committee shall plan the timetable of the search process, place advertisements in appropriate Quaker and other publications, prepare informational material and an application form, review applications, interview candidates, consult references, do background checks, perform the clearness interview for work with children, and recommend a candidate for appointment to the Monthly Meeting. During the interview process, candidates shall meet with the Monthly Meeting in some fashion determined appropriate by the Search Committee and Monthly Meeting members may inform the Search Committee of their preferences and concerns. If necessary Liaison and Review Committee may make an interim appointment without a formal search, but Monthly Meeting should at the same time, or at a Meeting-determined appropriate time after the interim appointment, appoint a search committee to recommend a candidate for regular appointment. In no case should the interim appointee serve for more than 18 months.
- B. **OFFICE MANAGER.** When the Office Manager position becomes vacant, Liaison and Review Committee shall appoint a Search Committee of not less than three nor more than five members, including the Director of Ministry. This search committee shall plan the timetable of the search process, place advertisements in appropriate publications, prepare informational material and an application form, review applications, interview candidates, consult references, do background checks, conduct a clearness interview for work with children, hire a candidate and report the appointment to the Monthly Meeting.
- C. **NURSERY CARE PROVIDER.** When a Nursery Care Provider is needed, the Nursery Committee shall appoint a Search Committee. This search committee shall plan the timetable of the search process, place advertisements in appropriate publications, prepare informational material and an application form, review applications, interview candidates, consult references, do background checks, conduct a clearness interview for work with children, hire a candidate, and report the appointment to Monthly Meeting.
- D. **CUSTODIAN.** The Custodian is hired by the Property Committee, in the same manner as the hiring of the Nursery care Provider in C., above.
- E. **MAINTENANCE WORK CONTRACTORS.** When a maintenance work contractor is needed, the Property Committee shall appoint a Search Committee.

This search committee shall plan the timetable of the search process, place advertisements if needed, prepare informational material, an application form, and the contract, review applications, interview candidates, consult references, do background checks, execute the contract, and forward the executed contract to the Stewardship Committee. The clearness interview for work with children will be conducted if it is clear that the contractor will have contact with children as part of the work, prior to the execution of the contract.

F. TERMS OF APPOINTMENT. Appointments are made concurrent with the fiscal year, beginning April 1 and ending March 31.

G. EMPLOYMENT LETTER. Each new employee shall receive from the supervising committee a letter of appointment, and an Employee Information Form, to be signed by the Clerk of the Monthly Meeting and filed with the Stewardship Committee and the supervising committee.

IV. POLICY ON HARASSMENT.

These policies seek to reflect a Quaker value of belief in the dignity and potential of all people. They seek to provide a framework within which staff are treated fairly and consistently. Minneapolis Friends Meeting recognizes that every one is created in God's image and that all people should be treated with dignity and respect. More specifically, we recognize that harassment of any employee on account of race, gender, national origin, sexual orientation, or disability will not be tolerated. Each person has the right to be free from racial, sexual, ethnic or other types of demeaning slurs. Each also has the right to freedom from unwelcome sexual advances, sexual jokes, comments or innuendoes, sexually explicit pictures, or any other verbal or physical conduct which constitutes harassment.

V. PERFORMANCE REVIEW.

Evaluations of the performance of those doing work for the Meeting are conducted annually by the committees responsible for the work. These annual reports are due to the Personnel Coordinator by November 1.

VI. TERMINATION OF EMPLOYMENT.

1. GENERAL. Termination of employment may be thorough resignation by the employee or by dismissal.
 - a. An employee is free to resign during an appointment period, with due consideration for the needs of the Monthly Meeting.
 - b. Dismissal shall occur only for just cause, as determined by the hiring authority, with the agreement of the Clerk of Monthly Meeting, and shall be stated in writing, signed by the Clerk of the Monthly Meeting, with the employee having the right to appeal to the Monthly Meeting as a whole.

- c. Notice of dismissal shall take effect one month after it is given, or, if immediate dismissal is necessary, one month's pay shall be given in lieu of notice.

VII. CONFLICT RESOLUTION.

An employee may report any employment difficulty to the Personnel Coordinator or the Supervising Committee.

Differences of opinion that persist between an employee and the supervising committee shall be referred to the Clerk of Monthly Meeting, who may appoint an ad hoc committee to consider the situation and make recommendations to the Monthly Meeting.

VIII. RECORDS.

Supervising committees are responsible for creating appropriate records of employees' work history, performance reviews, and vacation or sick leave. The Personnel Coordinator is responsible for reviewing and storing these records appropriately.

IX. COMPENSATION.

A. PAY POLICY OBJECTIVES. Minneapolis Friends Meeting desires to pay adequate salaries commensurate with job and task responsibilities. The Meeting also desires, contingent on its ability to pay, that pay scales be set so that employees can see regular progress in their compensation. The Stewardship Committee, in approving a budget based on the requests of the supervising committees, is responsible for salary policy, under the supervision of the Monthly Meeting. Salary adjustments are made in consideration of changes in work, performance, economic conditions, and comparison with other similar bodies. Final approval of all proposals relating to compensation is with Monthly Meeting.

B. EMPLOYEE ACCEPTANCE. Employees are informed of their proposed salaries and benefits when offered positions or when annual budget adjustments are made, and are able, at those times, to accept or reject the proposed employment.

C. OTHER EXPENSES. Expense budgets, travel reimbursement, and conference and training fees are budgeted through the annual budget process, recommended by appropriate committees to the Stewardship Committee and then on to Monthly Meeting.

D. DEDUCTIONS. All payments are made subject to deductions of appropriate withholdings in accordance with prevailing U.S. and state regulations including Social Security (FICA); however, the Monthly Meeting will not withhold Social Security tax for the Director of Ministry.. Social Security and Workers Compensation are not considered to be part of the benefit package. The Monthly Meeting will pay the employer's share of

Social Security taxes for the Office Manager and Nursery Care Provider, and the Monthly Meeting will pay workers compensation insurance as provided by la.

X. OTHER POLICIES.

Policies concerning work hours, housing allowances, medical insurance, unemployment compensation, retirement, disability, vacation time, holidays, health leave, personal leave, sabbatical, maternity/paternity/adoption leave, leave of absence without pay, and jury duty will be developed and placed in the individual job descriptions or in this personnel policy manual as appropriate.