

PERSONNEL COMMITTEE  
CHARTER

Responsible to: Minister  
Board of Trustees on policy recommendations

Updated: November 19, 2025

The Personnel Committee's primary responsibility is to maintain the personnel policies **and as per the Personnel Policy Manual, will handle minor employee complaints received by them in writing as well as intervene as requested by the Board of Trustees.**

They function as a general HR advisory committee as to any HR related matters not currently assigned to any employees or the minister. The Personnel Committee is not responsible for hiring, managing, or supervising UUFH staff. The Personnel Committee will strive to keep UUFH's policies current and will recommend changes in the personnel policies to the Board of Trustees. A member of the Personnel committee may serve on staff search committees and may participate in onboarding staff members. The Minister may consult with the Personnel Committee on issues related to hiring, supervision, evaluating, and firing of staff and implementation of the policies. **As per the Personnel Policy Manual updated November 19, 2025, the Personnel Committee will be available at the Board of Trustee's request, or as delegated by the Board President, to handle personnel issues involving an employee/employee, employee/Minister or employee/congregant.** The Personnel Committee will meet at least twice annually, and at other times at the reasonable request of the minister or the Board.

Work with: BOT Minister Office Administrator Safety and Security Team Work with:

BOT Minister Office Administrator Safety and Security Team on sexual harassment policies

Board approval   X  , Date 12/16/25