

Administration and Personnel Committee Duties

Administration and Personnel Committee shall:

Create and maintain:

- Eastminster Staff Handbook
- Eastminster Policies and Procedures Manual
- Director of Music staff position description
- Youth Ministry Coordinator staff position description
- Administrative Manager staff position description
- Facilities Manager staff position description
- Director of Music Covenant
- Youth Ministry Coordinator Staff Covenant
- Administrative Manager Staff Covenant
- Facilities Manager Staff Covenant

Other committee duties:

- Keep aware of changes in labor laws so that adjustments to Eastminster Staff Handbook, Policies and Procedure Manual, Staff Position Descriptions and Staff Covenants may be kept up to date in compliance with current laws.
- Keep apprised of the salary/wage ranges for equivalent staff positions at other churches so that Eastminster may offer fair and competitive compensations to its staff members.
- Annually, review the staff covenants with each staff member and their affiliated Elder to determine if any changes to the staff covenant should be recommended to Session.

The Moderator of the Administration and Personnel:

- May be called upon to arbitrate conflicts between staff members or staff and committee/church members.
- Shall arrange to have each staff member meet with Administration and Personnel Committee to review the written report of their review and discuss possible changes to their compensation and benefits and/or their staff covenant.

- Shall send a written report to the Session, which shall include a motion to approve negotiated changes to each salaried and hourly member's employment package (compensation, benefits and staff covenant). The report for all staff members shall be submitted to the Clerk of Session at least one week in advance of the December Session Meeting.
- Shall maintain and control access to the individual staff personnel records for all employees in a secure location on the EPC campus.