

First Unitarian Universalist Church of Youngstown
Personnel Policy
Approved by the Board of Trustees Nov. 9 2010

General Personnel Statements:

The First Unitarian Universalist Church of Youngstown provides equal opportunities for all persons regardless of race, ethnicity, marital status, political affiliation, gender, ability, age, or sexual orientation.

Harassment is the unwanted attention in the workplace that occurs when someone creates an intimidating, hostile, or offensive work environment. This behavior should be reported to the Minister or a member of the board of trustees.

Supervision and evaluation:

Individuals who wish to be considered for employment positions must provide verifiable references. A criminal background check may be required by the hiring party.

Each position will have a job description, which will be prepared by the hiring party. The job description will outline work schedules as necessary and will outline position duties and responsibilities.

Compensation will be based on the position, the employee's qualifications, and performance. Newly hired employees will be evaluated after six months of service and annually thereafter.

The minister is the supervisor in charge of church employees and is responsible for completing staff evaluations in a timely manner. He/she will make any recommendations for salary increases to the Board of Trustees.

The Board of Trustees will make the decision on salary increases for each employee on an individual basis and based on recommendations of the initial/annual evaluation and the constraints of the budget.

The Board of Trustees is responsible for evaluating the performance of the minister and for determining salary/benefit increases for the minister based on the initial/annual evaluation and the constraints of the budget.

Fair Compensation:

UUYO aims to move all average staff salaries to the midrange as defined by the UUA guidelines on salaries and compensation, but in line with the Youngstown region.