

MCUM

Personnel

Committee

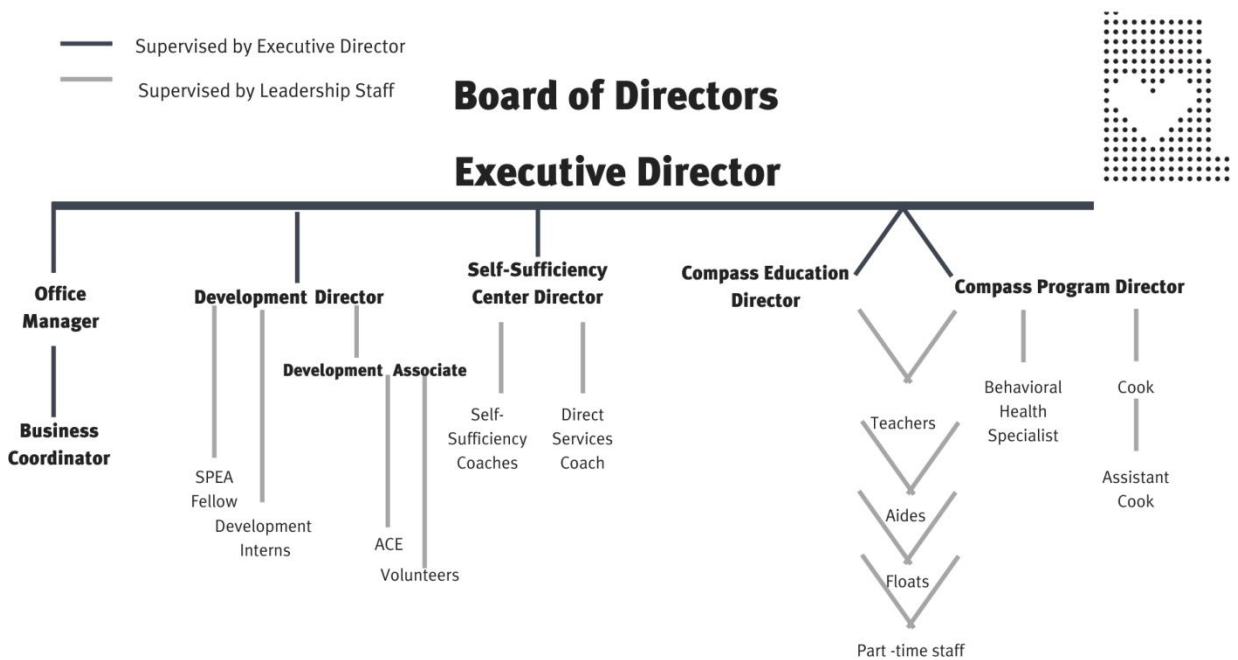
Handbook

Personnel Overview – From Executive Director’s Handbook
Updated 1/2021

Employee Handbook

MCUM annually reviews and updates an Employee Handbook that includes all policies and procedures that guide all human resources activities at MCUM. A detailed outline of specific policies and procedures can be found in the Employee Handbook table of contents or index.

Below is the Organizational Chart for Monroe County United Ministries:



Job descriptions for all employees of Monroe County United Ministries are located in AdminPublic, here: \\Mcumserver\Admin Public\Job Descriptions. Each individual job has its own description citing duties and requirements pertinent to the position.

Staff Evaluations

Each year, on or around their anniversary dates, all supervisors complete evaluations on their staff. Evaluations are designed based on the employee's job description, with room for feedback and goal-setting from the staff member. The Office Manager will inform supervisors when employee evaluations are coming due. Supervisors complete the evaluation form, hold a meeting with the individual, and have him or her sign the form, and make a copy. One copy is for the individual and the other will go to the Office Manager to put in his/her file.

Copies of the evaluations can be found here: \\Mcumserver\Admin Public\Personnel\Employee Evaluation Forms

Salary Review

Each year, salaried employees are traditionally given a 2% pay increase on their anniversary date with MCUM. It is up to the Executive Director, Finance Committee, and ultimately the Board as a whole to approve this or any other increase.

Agency salary surveys are conducted by the Personnel Committee every 3 years. The most recent salary survey was completed in 2020.

Protocol when the Executive Director is Unavailable or Away:

Staff are advised to follow the procedure below:

1. Go to your direct supervisor first. If your direct supervisor is the Executive Director, skip to step 2.
2. The Board Executive Committee, in the following order:
 - a. Lesley Levin, Board Chair
 - b. Joel Schneider, Vice Chair
 - c. Tom Gardner, Treasurer
 - d. Don Shelton, Secretary

3. If none of the above board members are available, the Admin Public file on MCUM's server has contact information for the board members at large titled "2021 Board Listing."

**Board members should be contacted by email or phone call between the business hours of 9 AM and 5 PM, unless there is an emergency. When contacting the board, please state: an introduction of yourself & your role at MCUM, a concise summary of why you're contacting them, and what action(s) you need from them and by when. Please allow a business day for non-emergency responses.*

Confidentiality

All employees must exercise discretion in regard to all matters pertaining to official business and records. Any information that has been received by an employee, directly or indirectly, must be maintained in confidence.

Access to Client Files

In order to maintain confidentiality of client files, it is the policy of Monroe County United Ministries to limit access to client files to appropriate staff. Appropriate staff is defined as staff that have as their function direct involvement in the management of a particular case. Program participants, or their legal representatives, have access to their own files in the presence of an appropriate staff member.

Statement of Non-Discrimination

Monroe County United Ministries shall not discriminate against any current or potential client, applicant, employee, member, volunteer or participant on the basis of race, color, religion, sex (equal wages), sexual orientation, gender identity, national origin, ancestry, age, genetics, disability, or any legally prohibited classification.

Personnel Committee Overview
Updated 1/2021

Job Description:

The Personnel Committee shall be responsible for issues involving personnel matters of Monroe County United Ministries, Inc., including but not limited to the following:

- The Personnel Committee shall review and maintain an employee handbook for MCUM employees
- The Committee shall ensure performance evaluations are completed for each employee annually
- The Committee shall conduct a performance review of the Executive Director annually
- The Committee shall be responsible for proposing salary recommendations to the Finance Committee as necessary

Annual Tasks:

- Conduct Executive Director review (make in August, distribute in September, present to board/executive committee for review with Katie in October)
- Review Employee Handbook (should be done in the Fall)

Ongoing Tasks:

- Stay apprised of HR bulletins, changes to laws, etc.
- Ensure ED succession plan is kept up to date
- Ensure Emergency Action Plan for personnel is kept up to date
- Salary survey every 3 years