

## **PERSONNEL COMMITTEE CHARTER (revised 1/9/19)**

The Personnel Committee is a permanent committee of the Beit Am Board of Directors, providing a focal point for the Beit Am community's formal relationship with Beit Am employees, and functions as a liaison between the Beit Am Board and the employees. The major duties of the committee include:

- Update job descriptions and performance measures
- Design and/or update evaluation tools and processes
- Conduct annual performance reviews, or more frequent reviews if directed by the Board
- Propose responses to any concerns identified during performance reviews
- Moderate the grievance procedure
- Review and formulate employee salaries and make recommendations to the Board
- Promote and implement efficient and effective personnel management

The Personnel Committee will meet twice a year with each employee and may meet more often, as necessary, to:

- Review and discuss progress toward short- and long-term goals, based on Board directions and employee's input and make any mid-course changes as needed
- Review and discuss pertinent items from the job description
- Review and discuss topics and/or issues of importance to employees, the Beit Am Board, and/or the personnel committee.

### **Grievance Procedure:**

Concerns about the performance of Beit Am's employees, or about Beit Am's management of its employees, will be addressed to the Personnel Committee. If not resolved to the satisfaction of both parties, the concerns will then be addressed by the Executive Committee of the Board, then by the full Board.

### **Composition of the Personnel Committee:**

The Personnel Committee shall be composed of a Chair, who shall be appointed by the President of the Board; and two additional Committee members who shall be appointed by the Personnel Committee Chair and approved by the President of the Board. In order to provide continuity and consistent management, it is expected that members will remain on the Committee for a number of years.