

3/9/2013

Personnel Committee Report to Spring ILYM Continuing Committee

Members: Mike Dennis (clerk), Janice Domanik (ex-officio), Judith Erickson, A.Fernando Freire (M&A rep), Kate Gunnell (YO rep), Judy Jager (FC rep), Dawn L.Rubbert (AC rep), David Rutschman

Payroll. In response to the fall continuing committee's request for personnel committee to identify a payroll service - the committee drafted a call for cost proposals to take over our payroll services and a list of potential bidders, then circulated it for comments in 12/12. After minor revision, the call for cost proposals was sent to 9 potential bidders in 1/13, 4 bids were received in 2/13 and we are currently reviewing the recommended vendor with the treasurers and finance committee.

Staff Raise. Staff have not had a raise since 2008 and currently there are no current procedures by which raises are recommended. While salaries are the same and not designed to reflect performance, we do not feel it is appropriate for staff to bear the burden of inflation reducing their effective compensation. Personnel committee recommends that we review and propose a cost of living based on the Bureau of Labor Statistics for the past calendar year using the calculator at http://www.bls.gov/data/inflation_calculator.htm. That we then recommend any adjustments to finance committee for their consideration as part of the annual budget. Based on changes from 2011 to 2012, the personnel committee is recommending that finance consider a 2% raise for the staff in the coming fiscal year.

Personnel Manual. Starting with the Friends General Conference's Manual Of Personnel Policies and Procedures, the committee has drafted a version for ILYM staff. Our plan is send copies to each staff person, the respective committees responsible for their supervision, finance committee and the treasurers directly, as well as posting a copy on the ILYM website and asking the coordinator to sent out a note requesting comments from the largely ILYM community. We anticipate producing a slightly revised version before annual session.

Personnel Requests.

1. That the treasurers and finance committee work with personnel committee to finalize the selection of the payroll service and provide them with the necessary information to start
2. That finance committee considers a 2% raise for the staff in the coming fiscal year.
3. That clerk of yearly meeting a lot time at the annual session on Friday 6-21-13 to discuss and seek approval of the revised manual.
4. That the staff, committees, treasurers, and other interested members of the community review and provide comments on the soon to be posted draft of the ILYM Manual of Personnel Policies and Procedures.
5. Administrative Coordinator, Ministry and Advancement, Youth Oversight, and Finance Committee are asked to review and let personnel & nominating committee know if there are any changes in their representative to personnel committee for the coming year.