

## **22.2 HUMAN RESOURCE AND REMUNERATION COMMITTEE ByLaw**

22.2.1 The Synod shall establish a Human Resource and Remuneration Committee (HRRC) to:

- a. Serve the church by determining remuneration and human resource policy for lay staff employed by the Presbytery and the Synod.
- b. Uphold the vision of the Uniting Church SA and make decisions in congruence with the key directions of the Strategic Plan.

### **DEFINITIONS**

22.2.2 In these rules:

a. "Lay staff" shall mean:

- Staff who **are employed in lay positions within** the Presbytery and the Synod, Uniting Aboriginal and Islander Christian Congress, Uniting College for Leadership and Theology and Uniting Venues SA (Councils of Synod). These staff will be employed within the industrial instruments of the Fair Work Act 2009 and the National Employment Standards ("NES") or within the appropriate award terms and conditions.

AND

- Staff in \*Ministry of Pastor positions which are NOT deemed to be placement. The staff will have coverage of the Fair Work Act 2009 and the National Employment Standards ("NES").

b. "Lay staff" shall **NOT** mean:

- Lay staff in \*Ministry of Pastor positions deemed as placement. The staff will have coverage of the Fair Work Act 2009 and the National Employment Standards ("NES").

OR

- Ministers of the Word/Deacons appointed in placements.

\*All Ministry of Pastor positions are required to satisfy the requirements of a specified ministry or a chaplaincy placement.

c. "The Committee" shall mean the Human Resource and Remuneration Committee.

### **RESPONSIBILITIES OF THE COMMITTEE**

22.2.3 The Committee shall make determinations concerning:

- a. The remuneration payable to lay staff in Presbytery and Synod positions.
- b. Human Resource policy development and review, including but not restricted to recruitment and selection, position descriptions, interview procedures and the Performance Appraisal Development Plan (PADP).
- c. Employee Assistance Programs (EAP), including review of service providers and agreement on terms and conditions.

- d. Workforce planning and resourcing (finance and/or people) including opportunities for sharing resources.
- e. Other responsibilities delegated by the Synod or its Standing Committee.
- f. Any other related matters.

The Committee shall liaise with the Executive Officer Pastoral Relations and Mission Planning (or equivalent) on matters relating to human resource policy and practice especially those involving persons in placement and those who are ordained.

#### **REMUNERATION**

22.2.4 The Committee shall:

- a. Determine the remuneration and other church business related expenses in respect of lay staff (including the use of benchmarking information where deemed necessary).
- b. At least annually, review remuneration of lay staff. Executive Officers and Presbytery Chairpersons (or delegate) will be consulted prior to the commencement of the annual salary review to identify general or specific staffing issues within their Ministry Centres.
- c. As required, approve the remuneration for new or transferring personnel.
- d. Address inconsistencies in salaries of lay staff as they become aware of them.
- e. Have the discretion to vary remuneration of lay staff in certain circumstances.

#### **HUMAN RESOURCE POLICY**

22.2.5 The Committee shall:

- a. Periodically review and as required make decisions regarding human resource policy in keeping with the operational needs, values and ethos of the Uniting Church and legislative requirements, after consultation with Executive Officers as appropriate.
- b. Periodically meet with Presbytery leaders regarding human resource policy regarding values and ethos of the Uniting Church, operational matters, and legislative requirements

#### **EMPLOYEE RELATIONS BEST PRACTICES – ‘EMPLOYER OF CHOICE’**

22.2.6 The Committee shall:

- a. Adopt strategies to become and remain an ‘Employer of Choice’.
- b. Investigate and implement programs to enhance the work experience of all personnel within the Synod, and where applicable, the Presbyteries, including but not restricted to the EAP and the Personnel Benefits Program.

#### **WORKFORCE PLANNING AND RESOURCING**

22.2.7 The Committee shall approve (or otherwise):

- a. Position descriptions, as recommended by General Secretary (22.2.8 (e)) including templates to be used for all staff.
- b. Recruitment, interview and selection strategies and processes including the appointment of the interview panel members.
- c. Opportunities including but not restricted to Government incentives/schemes and voluntary labour.
- d. Make recommendations to the General Secretary for his/her consideration, of changes to individual employment terms and conditions

22.2.8 All other workforce planning and resourcing decisions within the Synod will be the responsibility of the General Secretary after consultation with the relevant Executive Officer. This includes:

- a. Approval to fill permanent (ongoing) vacancies (for any period of time).
- b. Make permanent (ongoing) appointments and re-appointments, with consideration to budget constraints.
- c. Change individual employees' terms and conditions of employment as recommended by the Committee.
- d. Approval (in writing) in advance, any involuntary termination of a Presbytery and/or Synod lay staff member
- e. Engage recruitment consultants in consultation with the Manager Human Resources.
- f. Approve individual position descriptions, following the initial consultation with the Executive Officer and the review of the Manager Human Resources,
- g. Counter sign all employment contracts excluding casual appointments.

Further consultation can be referred to the Committee at the discretion of the General Secretary.

22.2.9 An Executive Officer can request the General Secretary to approve the temporary replacement of Synod staff where leave or other absences result in the remaining staff in the work teams being unable to provide the required levels of service.

22.2.10 The Committee shall, in conjunction with the relevant Executive Officer, support:

- a. Career development.
- b. Professional development and further training.
- c. Succession planning.
- d. Performance management.

#### **REPORTING, MEMBERSHIP AND MEETINGS OF THE COMMITTEE**

22.2.11 The Committee shall consist of:

- a. General Secretary or their delegate
- b. Executive Officer, Resources.
- c. General Manager, Resources.
- d. Manager, Human Resources
- e. One (1) other person may be co-opted by the Committee.

- 22.2.12 The Committee will appoint a Chairperson and Secretary from within its membership for a two (2) year term.
- 22.2.13 Each member of the Committee shall have full and equal voting rights.
- 22.2.14 The Committee will report to the Synod Standing Committee through the General Secretary.
- 22.2.15 The Committee shall meet at least twice per year. A quorum shall consist of three (3) members.
- 22.2.16 The Committee shall have the power to invite others to attend its meetings in an advisory capacity.

#### **DISPUTE AND GRIEVANCE RESOLUTION**

- 22.2.17 In the event of a dispute or grievance between members of the Committee that is unable to be resolved, the matter shall be referred to the Synod Standing Committee for resolution.

#### **CONFIDENTIALITY**

- 22.2.18
- a. All matters including remuneration information remain confidential.
  - b. Agendas and minutes will be distributed personally in hard copy.

#### **CHANGES TO RULES**

- 22.2.19
- a. Changes to the above rules cannot be made without prior consultation with the Executive Officers (as a group).
  - c. The General Secretary will be the approving authority for all rule changes.