

North Pacific Yearly Meeting

Personnel Policies

Status: On-going positions are for permanent part-time employees. They are not a consultantship: the Yearly Meeting will provide equipment, supplies, expectations of performance and oversight. The Yearly Meeting is prepared to provide space for a regular work site, if necessary. The Yearly Meeting is responsible for regular employer taxes, reporting etc. Employees serve at the will of the Steering Committee and may be terminated by proper procedures. There will be a six-month probationary period after hiring. Following a successful performance review, the employee will be offered a one-year contract, renewable. We expect an initial commitment to be available for 18 months. Performance reviews will be conducted annually no less than six weeks before the expiration of the contract. Friends are encouraged to reconsider their leadings in a position after 5 years of employment; it may be useful to rotate the job, as well as beneficial for the individual or the Yearly Meeting.

Job Descriptions: All employees will work with a job description, approved by the Steering Committee, which will clearly state expectations of tasks to be done, oversight and reporting, responsibilities, etc. This will be the primary criterion for performance evaluations, consideration of salary adjustments, etc. It should be updated during performance reviews annually so that it reflects as closely as possible the real needs of the Yearly Meeting and the obligations it expects from employees.

Hours and availability: Depending on the Yearly Meeting's needs, time will be either fixed or flexible, but should be clearly stated in the job description. Regular attendance at the agreed-upon times is a requirement. Employees will keep accurate records of actual hours on task and submit those, through a system for recording and reporting, for audit by the Treasurer. Longer hours (overtime) must be approved by the supervisor (e.g., SC Clerk) before they are worked.

Location: Somewhere in Washington, Oregon, Idaho or Montana; preference to those who can consult regularly with the Steering Committee clerk or their supervisor, the Annual Session presiding clerk, or other key officers. A home office may be established depending on the needs of the position.

Remuneration: We aspire to compensate reasonably according to the prevailing norms for similar work in the community. It is important to keep volunteer work separated from paid employees' work and to keep track of it. Salary adjustment will be one element considered during annual performance reviews. Employees will be fully reimbursed for expenses of the Yearly Meeting business upon presentation of receipts. Employees should be clear there is budget or supervisor's approval before incurring a job-related expense.

Benefits: Leave and vacation time will accrue only when an employee works more than one-half FTE (20 or more hours per calendar week). Other benefits negotiated and approved by Steering Committee will be proportionate to the percentage of full-time equivalency.

Hiring and Firing: All positions must be created, approved and funded by the Steering Committee in accordance with the sense of the Yearly Meeting. Employees will be hired by the Steering Committee Clerk, or the clerk of the appropriate overseeing committee, with consent of the Steering Committee, through a competitive process with job announcement, review of applications by a small committee clerked by the Steering Committee Clerk or

Treasurer, and interview. The hiring committee should be open to discerning a ministry as much as selecting for competence.

North Pacific Yearly Meeting will not discriminate on the basis of gender, sexual orientation, marital status, race or ethnicity, nationality or origin, political or religious belief, or presence of any handicap that does not interfere with fulfillment of the job. Some position descriptions may require mature judgment that necessitates a certain age requirement; age will otherwise not be a criterion. Some positions may require knowledge and participation in the Yearly Meeting or the Religious Society of Friends as a bona fide occupational qualification.

Employment may be terminated with cause with two weeks' advance notice. It is the right of the employer to choose not to renew a contract after an annual performance review conducted at least 6 weeks prior to the end of the contract. Flagrantly outrageous behaviors (*e.g.*: which can harm the Yearly Meeting or prevent its regular functions) or failure to complete duties may require immediate dismissal for serious cause.

Performance Review: Supervisors and employees are urged to establish clear and regular communication so that all issues are known before they become serious. Supervisors should give praise and correction immediately after completion of tasks. Employees will be evaluated and their performance reviewed at least annually after completing probation. Both the supervisor and the employee should make a written summary of their judgments, using the job description as the standard, prior to the review meeting. Together they should seek unity on the quality of work and set objectives for improvement in areas needing to be strengthened. A copy of the evaluation and training plan will be kept on file.

Grievances: In all cases of misunderstanding or dispute, employees should attempt clarification with the person involved, including the supervisor (or a third party if the concern involves the supervisor). If this does not lead to resolution of a conflict, the employee should address concerns to their supervisor, setting the issues down in writing and inviting mediation, if appropriate. If disputes are not resolved between the employee and the supervisor, they may be appealed to the Steering Committee, which should name an ad hoc committee to arbitrate or mediate.

Approved, May 1995

Edited, March 2003