

Congregation Beth Israel Bellingham Human Resources Committee Charter

Board Approved 9/16/25

Name: **Human Resources Committee**

Purpose: To develop employee related policies and procedures which will provide for a professional workplace that is compliant with applicable guidelines and laws. This includes individuals hired as regular employees or hired by contract. Overall goal is to ensure that employees are treated professionally, fairly and consistently at all phases of employment. Committee members maintain confidentiality of information. All developed policies and procedures must be approved by the Board.

Role and Responsibilities:

1. Ensure there is a job description for each employee position and that these are reviewed regularly and updated as needed.
2. Develop a process for job interviews with input from supervisors that will be applied uniformly across candidates.
3. Serve as a resource to ensure all state and federal regulations are followed, including, but not limited to:
 - a. completion of background checks prior to hiring;
 - b. determination that employees are legally eligible to work in the US;
 - c. ensuring that employees working with children have basic first aid training including CPR and information of policies regarding mandatory reporting of child abuse and neglect;
 - d. ensuring that employees receive information on sexual harassment policy
 - e. ensuring that appropriate trainings are provided for employees.
4. Give an appropriate orientation to all new employees including distributing the CBI Employee Manual to new employees.
5. Maintain and update the CBI Employee Manual which outlines all workplace policies and provides clear information about benefits and leave time. To ensure compliance with any changes in employment law, the CBI Employee Manual is reviewed periodically by a legal professional. Ensure that all employees receive timely updates of the Employee Manual.
6. Review and update as needed policy addressing creation, safe storage and retention of personnel files.
7. Facilitate the regular performance reviews for all CBI employees. Develop templates and processes for performance reviews with input from employee supervisors.
8. Develop guidelines for addressing employee-supervisor grievances.
9. In collaboration with the board of directors, the HR committee will be responsible for negotiating employment agreements with staff.
10. The HR Committee will serve as a resource and provide support to CBI staff and supervisors.

Appointment of Chair : Should be selected by members of HR Committee and approved by the Board.

Members:

- **Required**
 - 3 member minimum.
 - CBI members in good standing.

- **Desirable**
 - Legal or HR background.
 - supervisory/management experience.
 - Executive committee/officer experience.

Term Limits:

- CBI members in good standing

- Chair term: Flexible. Chair should work towards recruiting and training a new chair or co-chairs after serving a 3 year term.

Budget: \$500 for special projects such as legal reviews.

Meeting Frequency: Meeting Frequency: Quarterly and as needed.

Reporting and Accountability: Committee reports to the Board of Directors.