

Policy 7.1 Delegation of Authority and Responsibility

Summary: The minister serves as Chief of Staff and is therefore responsible for managing, hiring and dismissals of staff. In working with the staff, the minister will act in accordance with the Personnel Policies Manual and work in partnership with the Personnel/HR Committee regarding employee relations.

Background: The following sections of the Bylaws of the Fellowship deal with employment, administration, and supervision of staff:

- Minister is “Administrative Head” in Article XI, section 2.3; so the Minister is designated as “Chief of Staff.”
- Article VI, section 11.2: “The Board hires staff...”
- Article VII, section 6: Personnel Committee
- Article XI, sections 2.2, 2.3, and 3.

Policy Statements:

1. Delegation of Chief of Staff and Personnel Committee responsibilities.

The Board of Trustees understands that it is responsible for oversight of this congregation’s resources, especially staffing. It is specifically responsible for employment of UUFC Staff, except the Minister, as delegated by the UUFC Bylaws in Section 11.2 of Article VI, Section 6 of Article VII, and Section 3 of Article XI. In addition, the Bylaws of UUFC delegate to the Minister responsibility for administrating UUFC staff in Article XI, section 2.3, and delegate to the Minister responsibility for supervising Professional Staff in Section 3 of Article XI. UUFC Bylaws further hold the Board responsible for the formation of a Personnel Committee that advises the Board on personnel matters in Section 6 of Article VII, and the Personnel Committee thus established is made responsible for the supervisory responsibility of an annual review process by Section 3 of Article XI of the Bylaws.

In order to follow commonly understood best practices as an employer, the Board of Trustees adopts the following governance policies with regard to the management of the Congregation’s employees, except for the Minister:

- 1) The Board, realizing that the Bylaws are internally inconsistent regarding delegation of responsibilities for the management of the Fellowship’s affairs, delegating on the one hand responsibility for administration and supervision of professional staff to the Minister in Sections 2.3 and 3 of Article XI, failing to delegate any authority for

supervision of non-professional staff to anyone at all, and holding the Minister responsible for the outcomes of the management of staff and the Fellowship in Sections 2.2, 2.3, and 3 of Article XI, hereby clarifies the role of the Minister to be Chief of Staff and to be in partnership with the Personnel Committee in this role.

- 2) The Board, realizing that the Bylaws are internally inconsistent regarding delegation of responsibilities in Section 3 of Article XI, holding the Minister responsible for supervision of staff, but then in the same section delegating authority to implement supervision through annual reviews to the Personnel Committee, hereby directs the Personnel Committee to delegate the responsibility for supervision of staff to the Minister so that the Fellowship's management of its employees and expectations of its Minister as Chief of Staff are reasonable and fair and so that the experience of all the Fellowship's employees is consistent with well-known best practices.
- 3) The Board delegates its authority to employ or terminate staff as provided in Section 11.2 of Article VI, Section 6 of Article VII, and Section 3 of Article XI of the UUFC Bylaws jointly to the Minister as Chief of Staff in partnership with the Personnel Committee, and together both will act in accordance with the Personnel Policies Manual.

2. Section 4, Part D of the Employee Policy Manual of the Unitarian Universalist Fellowship of Corvallis is revised as follows:

- 1) The present title of Part D, "Termination Procedures," is replaced with the title "Termination for Cause."
- 2) The text of Part D is revised by deleting the entire text of this part, including the orphaned text entitled "Temporary Replacements," and replacing it with the following:

If the Chief of Staff and Personnel Committee of the Fellowship terminate the employment of an employee by the Fellowship for cause in accordance with these policies, such as a violation of conduct as described in Part B of Section IV, the decision to terminate employment is final and cannot be appealed. Termination for cause is immediate.

Approved by the UUFC Board April 2013

Judy Malouf, President