

LuMinHoS Personnel Committee Terms of Reference

Purpose:

The Personnel Committee is committed to the vision, mission and values of LuMinHoS to present the comfort of Christ to all Lutheran patients admitted to Saskatoon hospitals. The purpose of the Personnel Committee is to provide for an orderly, focused and considerate means to build a healthy working environment for paid and unpaid staff.

Structure:

The Personnel Committee shall consist of up to five persons appointed by the Board for two-year renewable terms. The Committee shall include the Chairperson, Vice-chairperson and Secretary of the LuMinHoS Board of Directors, the Chair of the Visitation Committee, one member-at-large and the Chaplain who serves as an advisory member.

Responsibilities:

The Personnel Committee shall be responsible for the following:

1. Develop and maintain up-to-date position descriptions for all paid staff and unpaid staff and recommend changes or additions/deletions to the Board;
2. Review and recommend to the Board compensation packages for all paid staff in consultation with the Finance Committee;
3. Ensure the Chaplain(s) have adequate support so that at least three-quarters of the Chaplains' time is devoted to hospital visitations;
4. Serve as the support group for the Chaplain(s), other paid staff members, and the Treasurer and Admin Assistant;
5. Encourage professional growth and development for all paid staff;
6. Review annual vacation time, educational leaves according to the synod plan of the staff person, and other leaves of absence as required, and recommend longer-term leaves to the Board;
7. Recommend to the Board ways to manage risk liabilities related to paid staff work;
8. Check annually with the appropriate representative of the Sask Health Authority to ensure that a strong working relationship is maintained;
9. Provide for a regular review process for all paid and unpaid staff to assist in work planning;
10. Confer with the Chaplain(s) on any important issues of concern;
11. Recommend any Personnel Policy changes to the Board.

Accountability:

The Personnel Committee is accountable to the Board and will present a written report to the Board following each committee meeting.

Meetings:

The Personnel Committee shall normally meet three times a year.

Date (O) Sept 2014

Date (R) Sept 2019