

Dundas Street Centre United Church Policy Manual

Section: B. Human Resources

Title: **STAFF PERFORMANCE APPRAISALS AND SALARIES**

Policy #: B-09

Approved/Amended: Mar. 14, 2015; May 9, 2015

Referral Committee: Ministry and Personnel

1. **Performance Appraisals**

The Ministry and Personnel (M&P) Committee will annually conduct performance reviews of all lay staff. The joint M&P Committee (with Rowntree Memorial United Church) will establish a process and conduct an annual performance review of the minister.

Lay staff reviews should be completed by the end of November. The M&P Committee will gather input from the supervisor and any other individual or committee with whom the staff member works most closely. At the review the employee will be provided an opportunity for self-evaluation and feedback on the job description. Any need for professional development should be discussed.

A written summary of the assessment will be provided to the employee at the end of the process.

If at any time of the year the M&P Committee considers that a disciplinary action is needed for an employee, the matter must be brought to the Unified Board Executive for a decision.

2. **Salary**

Each year following the publishing of the United Church of Canada's salary scale and prior to the performance appraisal of the staff, M&P will meet with the Unified Board Executive to determine an appropriate salary adjustment for each employee. This adjustment will consider the following factors: the United Church recommended annual economic adjustment and the financial position of Dundas Street Centre United Church.

At the performance review meeting, or subsequently as necessary, the recommended salary change will be discussed with each employee to obtain his/her feedback. Feedback from the employees will be provided to the Unified Board Executive and a recommendation for a salary increase/decrease will be taken to the Unified Board at its December meeting for approval. The decision of the Unified Board is final. The M&P Committee will advise the employees in writing of the subsequent year's salary after the decision of the Unified Board. Generally, salary changes will be implemented on Jan. 1 each year but in some cases may be implemented at other times for specific reasons.

Any recommended changes to job descriptions arising out of the reviews will be forwarded to the supervising committee for consideration and recommendation to the Unified Board.