

## **RSSAA Personnel Committee Mandate 2023-24 School Year**

The Personnel Committee oversees the policies and procedures around employee relationships to the school. The Personnel Committee reports to both the Board of Trustees and to the College of Teachers and is responsible for oversight and development of all policies related to the conditions of work at the Rudolf Steiner School of Ann Arbor. The Committee is led by the Personnel Committee Chair. The Personnel Committee is mandated to continue to review current employee practices, document policies and procedures, and bring to the Board and College topics around which there are no clear policies for the creation of them.

The Personnel Committee oversees the following policy areas:

- Determining compensation structure for full-time and part-time employees
- Setting the benefit structure for full-time and part-time employees and reviewing benefits such as insurance on an annual basis
- Determining practices related to pay schedule and method
- Creating policies that ensure the school is in compliance with all Federal and State laws related to employment with the assistance of the Finance Manager
- Shaping practices related to sick leave and personal leave and possible longer time away from school for personal renewal in the absence of a sabbatical policy
- Determining fair practices that support teacher's activities in the wider Waldorf community
- Setting the standards for full-time employment workload, including committee assignments, teaching hours, and hours for other administrative and carrying work within the school
- Determining fair practices around employment records, including the timeframe for retention of evaluation forms, Support and Improvement Plans, and official communication with employees
- Provide input on significant budget changes impacting salary and benefits.

The work of the Personnel Committee includes regular annual oversight of the practices of the personnel area and leadership in areas of development, change or exploration related to personnel practices or policies. The Personnel Committee is a policy-forming group and does not make specific decisions regarding individual employees. Such work is done in the Carrying Groups based on policy created by the Personnel Committee and approved by the Board and College.

Members: Ideally, the Personnel Committee will be staffed by the School Administrator, two or more College of Teachers members, the Finance Manager, and one or more members of the Board of Trustees. One of the Board of Trustee members will serve as Chair.

Approved by College 8/21/2019, 6/4/2020, 6/17/2022, and 6/16/2023

Decision Making: Decision making will be done by consensus within the group according to the School Governance model. Minor changes to mandated areas of oversight may be made within the Personnel Committee and then reported to the College and Board Chairs. Significant changes should be recommended by the Personnel Committee to the College of Teachers and Board of Trustees for approval.

Meetings: The Personnel Committee meets regularly throughout the year.

Governance Committee Status: The Personnel Committee is a committee of the Board of Trustees and reports to the Board and the Board Chair.