

## **Personnel Committee Report**

### **Presbytery of Great Rivers Assembly -- Aug. 24, 2021**

On July 20<sup>th</sup> the Personnel Committee met with the Moderator's Finance and Staffing Task Force to hear their recommendation for eliminating the position of full time Executive Administrative Assistant due to financial constraints. They proposed creating a new half time position to meet the needs of our Presbytery. After lengthy discussion and with much sadness the Committee concurred with their proposal.

With careful review of our Personnel Manual of Operations section on Reduction of Force we noted that the policy mandated one week severance plus an additional week for every year served up to 5 years. In light of Patti's 16 years of service to our Presbytery, we felt more was due, so in accord with the provision which said we could increase the severance offered, we added an additional week for every 2 years that Patti was employed beyond that first 5 years. Since that came to 11 ½ weeks, we decided to round it up to 12 weeks. Patti's last day will be August 31<sup>st</sup>, which means she will have salary and benefits through November 23<sup>rd</sup> with insurance through the end of November. She will also receive pay for earned vacation days not yet used.

We wish to extend our heartfelt thanks to Patti for her many gifts to our Presbytery and for her willingness to assist in training a temporary half time assistant in her last few days with us. We wish her all the best as she moves forward into a new adventure in her life. Our prayers go with her.

The committee is also working to secure a temporary office assistant to manage things in the interim. As this report is being written that job description has gone out on our newsletter, and we are speaking with temp agencies to guarantee we have someone to be in the office as Patti exits.

Our next task will be preparing a new job description for a half time office manager. As soon as that job description is ready we will be advertising in our newsletter (and beyond) to find the right employee to help move us to the next phase of our work together.

Thoughts, comments or questions about this process can be addressed to Joyce Chamberlin, Personnel Chair at [jkchamberlin1@gmail.com](mailto:jkchamberlin1@gmail.com)

Submitted by Joyce Chamberlin, Personnel Chairperson.