



Report of the Human Resources Section

Statement of Purpose

Through service and administration, the Human Resources section of the Office of the Presiding Bishop provides the staff resources, personnel policies and practices, and attempts to bring to all staff members justice and wholeness in the fulfillment of their tasks. Staff members of this section strive to achieve good stewardship for this church. In all endeavors, the Human Resources section embraces the mission of this church to give joyfully in witness and service.

The governing description for this section is contained in continuing resolution 15.11.D05, printed in Section X of this volume.

The section's mission statement reflects its constitutional mandate and guides daily interaction: To serve the mission of the churchwide organization by serving its people—those here, those deployed, those not yet here, and those who formerly served.

Report of Work for 2005–2007

Internal Committees

Four internal committees composed of churchwide staff members assist this section: 1) The Position Evaluation Team; 2) The Inter-Unit Staff Team on Inclusivity; 3) The Health and Wellness Committee; and 4) The Radar O'Reilly Committee, which is composed of executive administrative assistants and provides a communication link between the Human Resources section and churchwide units.

In addition to these internal committees, this section sponsors advisory committees that plan, implement, and oversee all-staff day, the staff Christmas party, the summer picnic, staff recognition events, the Christmas service projects, and care for the art collection.

Staffing

In faithfulness to the Gospel and this church's commitment to be inclusive in the midst of societal divisions, churchwide units are staffed to reflect the inclusive unity that is God's will for this church. As of January 2007, 56 percent of the churchwide staff were female, 67 percent were laypersons, 34 percent were persons of color. Using the guidelines established by the Federal Labor Standards Act, 77 percent of positions were exempt.

Compensation and Benefits

Per the *Personnel Policies of the Churchwide Organization*, this section sponsors a regular review of the salary grades used for compensation administration in the churchwide offices. In addition, grade-level reviews are conducted on an ongoing basis for individual positions. Following a comprehensive study in 2006, the Church Council approved four separate salary ranges, effective February 1, 2007, in order to respond to market

pressure. In addition to the regular salary ranges, special market comparisons were made for salaries of staff members in the Information Technology section of the Office of the Treasurer, in Development Services, and in the Mission Investment Fund. Salaries in each of these areas now are administered in ranges specific to the applicable work area.

The newly approved ranges seek to ensure salaries at the churchwide organization that are competitive with similar organizations in the Chicago area. Similar organizations are understood to be those that are not-for-profit, render a service to society, and are mission driven. As part of the budget process each year and in accord with the churchwide organization personnel policies, a pool for merit increases is established. In 2006 the pool was established based on an increase of 3.5 percent and at three percent in 2007.

Regular salary grades and ranges (as of February 1, 2007) are:

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
3	\$18,277	\$22,228	\$27,416
4	\$19,607	\$23,806	\$29,410
5	\$21,126	\$25,611	\$31,689
6	\$22,931	\$27,754	\$34,396
7	\$24,925	\$30,122	\$37,387
8	\$27,204	\$32,828	\$40,806
9	\$29,768	\$35,873	\$44,652
10	\$32,807	\$39,482	\$49,211
11	\$35,821	\$43,655	\$53,732
12	\$37,948	\$47,293	\$56,921
13	\$40,768	\$50,514	\$61,152
14	\$44,153	\$54,378	\$66,230
15	\$48,232	\$59,035	\$72,349
16	\$53,093	\$64,583	\$79,639
17	\$58,951	\$71,271	\$88,427
18	\$65,981	\$78,000	\$98,972
19	\$70,758	\$85,944	\$106,138
20	\$78,544	\$95,534	\$117,816
21	\$87,866	\$107,017	\$131,799
22	\$99,093	\$120,847	\$148,640
23	\$112,559	\$137,434	\$168,838
24	\$128,698	\$157,314	\$193,046
25	\$148,044	\$181,145	\$222,066

The 2007 salary and housing allowance for the presiding bishop is \$169,058. The 2007 salary and housing allowance for the secretary of this church is \$138,204. The 2007 salary for the treasurer of this church is \$123,802. Salaries of full-time officers are set by the Church Council's Executive Committee, within ranges established by the Church Council.

Personnel Policies 2005 - 2006

The Church Council approved three new personnel policies for the churchwide organization to provide guidance for administering flexible summer schedules, telecommuting, and the Victim's Economic Safety and Security Leave Act (VESSA). Other policies were revised to reflect changes in structure and practice.

Performance Management System

The performance management process establishes a consistent approach for defining job expectations, measuring performance, addressing employee development needs, and documenting progress. It also promotes dialogue between supervisors and employees about performance and development as well as career expectations.

Performance of all staff members is evaluated using a broad range of feedback tools.

Staff Development

A wide variety of required and elective courses are available to assist staff members with individual training and development needs. Required "core" courses include "New Employee Orientation," "Telephone Training," "Sexual Harassment Prevention," and "Anti-Racism Training." In addition, staff members of the Human Resources section provide other courses for units and individuals focused on team building, supervision, compliance issues, and new policies. In addition, employees may participate in CPR training conducted by the Red Cross, and pre-retirement seminars presented by the ELCA Board of Pensions.

Major Directions for 2007-2009

Major efforts on the horizon include continued training for all churchwide supervisors, support for leadership transitions within the organization, continued and enhanced use of technology within this section, and ongoing analysis and revision of existing personnel policies.

Else B. Thompson, *executive for human resources*

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