

Report of the Personnel Committee
Southern Appalachian Yearly Meeting and Association (SAYMA)
June 15, 2017

Our yearly meeting has been fortunate to have such wonderful employees. We want to extend our thanks to Liz Dykes and Autumn Woodward for their exemplary service this past year. Autumn was hired in late August 2016, to serve as SAYF Administrative Assistant after the committee reviewed applications of many worthy candidates.

The Personnel Committee recommends we adopt a policy/procedure for our employees when the need, such as need for surgery, extended absence due to injury or illness, or pregnancy/childbirth, arises. Because our employees are part-time workers, recovery from smaller health problems such as a cold or other short-term illnesses can be worked into the normal work week or month in most cases. When a major illness occurs, there may be a need for a longer absence. If approved, leave will be earned at the rate of one day for every 160 hours worked, equivalent to about one day per a full-time month of employment. The use of this leave would need to be requested of, reviewed and approved by the supervisor for that employee. This idea was circulated during the September Representative Meeting in Columbia, SC. Feedback was requested, but none was given.

Because we still had no such policy, Liz Dykes was granted leave as she recovered from major surgery and received treatment, with the clerk's approval. Liz had served the yearly meeting so faithfully and so well for ten years. Therefore, we were in unity with the clerk's decision that she be paid her regular salary for the month of September.

We are working with the Finance Committee to adjust salary levels in accordance with Social Security COLAs for the next fiscal year. Merit raises may be recommended to be included in the final budget for approval at the fall Representative Meeting.

Lastly, Liz Dykes has announced her intention to resign from her current position after yearly meeting 2018 sessions. Therefore, the Personnel Committee will be posting the opening for SAYMA Administrative Assistant with a job description and application to be submitted this summer. This would give the new hire time to overlap working and training with Liz for a smooth transition beginning at the fall Representative Meeting. The robust response to the search for SAYF AA gives us assurance that the right person to take Liz's place will be found. She has certainly set a high bar for this supportive position to the efficient running of our yearly meeting.

Thank you for your attention to this report.

Personnel Committee

Barbara Esther, clerk of Personnel Committee, SAYMA Asst. Clerk
Missy Ivie, member-at-large
Tobin Brogunier Russell, member-at-large
Charles Schade, member-at-large and Asst. Treasurer
Jon Saderholm, SAYMA Clerk, Supervisor of SAYMA AA
Jennifer Chapman, Co-Clerk of SAYF Steering Committee, supervisor along with Co-Clerk, Wren Hendrickson of the SAYF AA