

PERSONNEL ADMINISTRATION

The personnel committee shall be chaired by the Chapter Chair (or his/her appointee) and at least two other ExCom members, including the staff supervisor (if not the Chapter Chair) and other members as appointed by the ExCom.

Functions of the Personnel Committee:

- Ensures that the staff understands and carries out the priorities of the chapter relevant to their respective responsibilities
- Assumes responsibility for advertising, interviewing, and hiring personnel to fill vacancies in staff positions
- Assumes responsibility for recommending the termination of staff members if necessary
- Subject to approval by the ExCom, determines salaries for staff and approves annual increases (merit).
- Ensures that Sierra Club and Chapter employment procedures and legal requirements are met.
- Ensures that staff members have adequate opportunity for professional development
- Provides a safe and adequately equipped work place for staff.
- Ensures that staff has a supportive working environment
- Addresses grievances or other employee concerns in a prompt and thoughtful manner
- As appropriate, addresses concerns and written questions by Chapter members regarding staff performance. Such concerns or questions should first be referred to the Staff Supervisor for response or resolution. If he/she is unable to resolve an issue, the Personnel Committee should become involved as appropriate or should seek assistance from national.
- Assists in determining the most effective use of volunteer resources.
- In closed session, review and provide input into employee evaluation.

Functions of Staff Supervisor:

- Provides support toward fulfilling, and ensures staff compliance with the established performance plan.
- Ensures that all necessary forms are filed on time and other Sierra Club employment related policies are implemented.
- In conjunction with the Conservation Committee and ExCom determines allocation of staff time to work on adopted Chapter conservation priorities and provide guidance to staff as to how to work on those issues.
- Provides adequate guidance to conservation staff, including meeting or communication by phone with staff as needed to ensure staff has adequate direction and support and is carrying out his/her assigned responsibilities. It is recommended that such communication occur at least bi-weekly.

- Receives, evaluated and acts appropriately on requests from volunteers or state or national staff for chapter staff to work on issues or perform functions not specifically assigned to him/her by the Personnel Committee.
- In consultation with the Conservation Committee Chair and the Personnel Committee, prepares an employee evaluation at least annually or as otherwise required by Sierra Club policy.
- Completes the Human Resources Management Training for Sierra Club Chapters.
- Uses the Human Resources Management Guide for Sierra Club Chapters as a guideline for making decisions.

CHAPTER MANAGEMENT ROLES

Director of Human Resources (San Francisco Office):

Establishes all employment related policies, practices and programs. Reviews and approves all vacant and new positions for recruitment, all formal disciplinary and termination actions, handles all employee complaints and grievances, interprets Club employment policies and manages employment related legal actions involving all entities of the Club.

Chapter Chair:

The most senior individual at the Chapter level responsible for chapter and group compliance with Club employment policies and all employment activities. Attends appropriate Club training and remains informed regarding Club employment policies and practices. May assign staff management responsibilities to other Chapter volunteer leaders or to a senior staff person, such as a Chapter Director.

Personnel Committee Chair:

Responsible for compliance with Club employment policies and practices, for staff planning, performance planning and evaluation, personnel actions related to salary decisions, and recruitment. This responsibility may be delegated by the Chapter Chair to the Chair of the Chapter Personnel Committee, or the Chapter Chair may serve as Chair of the Personnel Committee. This individual attends appropriate Club training and remains informed regarding Club employment policies and practices.

Immediate Supervisor:

A specific member of the Chapter Personnel Committee or a Chapter employee designated as a staff supervisor who assigns work and work priorities, conducts performance evaluations and recommends personnel actions relating to hiring and compensation. Stays informed regarding the employment policies and practices of the Club.