

## **STAFF SUPERVISION POLICY**

### **Purpose:**

The purpose of this policy is to ensure smooth operation of the Fellowship, smooth dissemination of information, and regular consultation among Fellowship staff members and their supervisors.

### **Policy:**

The staff are employees of UUFLG and include the minister, director of religious education (DRE), teachers, office manager, and musician. All staff are trained professionals and plan their own work in conjunction with their supervisors.

The office manager performs services for the minister and committees. The committees negotiate these services directly with the office manager. Services must be approved by the supervisor if they call for additional time beyond that budgeted or if the committee and the office manager cannot agree on them.

The congregation is expected to interact with staff in a friendly, positive, and supportive manner. If a member of the congregation has a complaint or disapproves of the performance of one of the staff, that member should discuss that privately with the staff supervisor. If changes are needed, they will be handled by that supervisor.

Quarterly, all regular full- and part-time employees of the Fellowship and all Fellowship members directly supervising any employee shall hold a staff meeting. The office manager's supervisor shall schedule these meetings in consultation with the DRE and may excuse any employee from attendance if it is deemed unnecessary.

Current supervisor assignments will be available on the website. In general, the teachers report to the DRE; the DRE, the office manager, and the musician report to the minister or the minister's delegate; and the minister reports to the Personnel Committee of the Board.