

SOUTH BAY COMMUNITY ASSOCIATION BAY CLUB POLICIES AND PROCEDURES

POLICY # C.4.d

DATE REVISED: 6-3-2016

SBCA HR COMMITTEE CHARTER

PURPOSE:

The purpose of the SBCA HR Committee is to act in an advisory capacity to the SBCA Board on all matters pertaining to employee compensation, benefits, and performance evaluations. The SBCA HR Committee also acts in an advisory capacity to the SBCA Board on behavior issues of Members.

RESPONSIBILITIES:

1. Act as the oversight committee for performance evaluations.
2. Recommend annual ranges for merit and cost of living increases.
3. Review and make recommendations as appropriate for employee benefit package.
4. Act as an oversight committee for the medical and dental contracts.
5. Develop and oversee a process for employee/member compliments, comments, and concerns.
6. Recommend appropriate responses for SBCA Member and employee behavioral issues.
7. Conduct other responsibilities as requested by the SBCA Board of Directors related to Human Relations.

MEETINGS:

The committee will meet at least three times per year but may meet on a more frequent basis to carry out the scope of work of the committee. The HR Committee will report to the SBCA Board in Executive session any recommendations regarding employee compensation and member and/or employee behavioral issues.