

Getting a Handle on Three Important Functions of HR

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Purpose

To provide practical HR tips

- Salaries
- Performance Management
- Difficult Conversations



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Points

Salaries

Performance Management

Difficult Conversations



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Salary- Paying employees for work performed

Non-emotional approach to pay- justice issue vs misguided compassion

Cash arrangements

Identifying employees as exempt or non-exempt



Audit Book- page 3- B1, B3, B4, B11

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Take stock

Who are your employees?

What is their salary/pay?

How was their pay determined?

Are they an employee or contractor?



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Three aspects of salary

1. Non-emotional approach to pay- justice issue vs misguided compassion
2. Cash payments



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Three aspects of salary (cont.)

3. Identifying employees as exempt or non-exempt

- Exempt
 - Payment of salary- pre-determined, fixed
 - Minimum pay- \$684 wk or \$35,568
 - Duties Test- exempt executive, administrative, professional, outside sales, computer, highly compensated employee

- Non-exempt

<https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime>



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Summary

Fair and legal pay is considered to be a justice issue.

The Dignity of Work and the Right of workers



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Performance Management

“The mission of the organization is so consequential that we must set the highest standards for ourselves and others as we elevate and nurture both individual and group performance.”

Father Dave, one of the authors of *Human Resources, Best Practices in Church Management*



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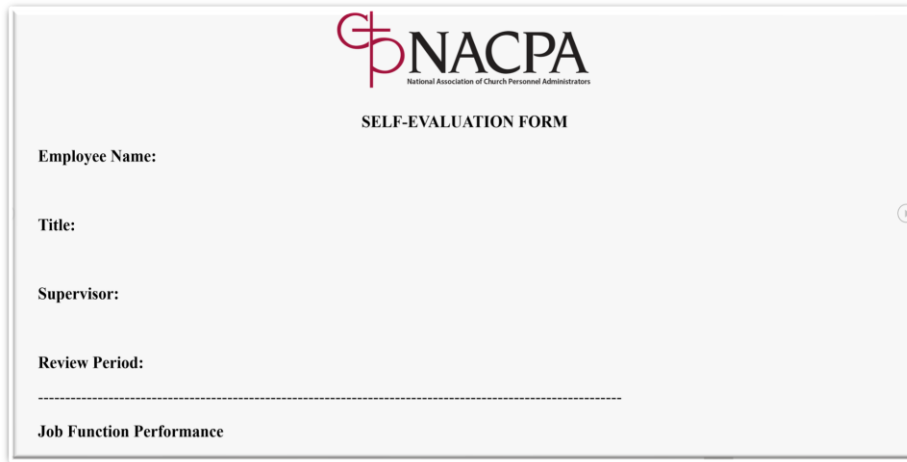
Performance Management

- Examples
- Link to job descriptions
- Includes
 - Setting expectations
 - Frequent check-ins
 - Keeping in touch
 - 12 months summary
 - Opportunities for exchanging of feedback
- Increases retention



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Performance Review Sample



NACPA
National Association of Church Personnel Administrators

SELF-EVALUATION FORM

Employee Name:

Title:

Supervisor:

Review Period:

Job Function Performance

Audit book page 17- C3, C4, C5, C6



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Summary



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Difficult Conversations- Tough Talks

“Communication that alerts the employee to the problem, suggests solutions and asks the employee to take responsibility for resolving the issue.”

Paul Falcone, author of *101 Tough Conversations to Have with Employees*

Audit book p.23, D8 and page 34 G5 and G7



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Difficult Conversations- Tough Talks

Model dialogue

—Job performance-
corrective action



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Summary



Having tough conversations is the right thing to do for an organization.



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What will you do to move on to a solid foundation?



Salaries



Performance Management



Difficult Conversations



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Don't regret the time you took from your ministry to evade being caught in personnel and financial situations that might have been avoided!



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