



PERSONNEL COMMITTEE CHARTER

Purpose

In accordance with Title 4, chapter 3 of the Municipal code, The Town of Farragut has commissioned a Personal committee to advise on Personnel Administration within the Town Organization. The Personnel Committee is a seven (7) member standing committee that provides recommendations to Town Administrator and/or Board of Mayor and Aldermen on human resource/personnel related matters as set forth in this Charter. Recommendations and counsel are aligned with and in support of the Town's programs and goals.

Powers of the Personnel Committee

The Personnel Committee shall serve as the advisory committee to either the Town Administrator or his/her designee, and Board of Mayor and Aldermen.

Responsibilities

Upon specific request by the Town Administrator and/or Board of Mayor and Aldermen, the Personnel Committee shall advise on matters related but not limited to: (a) strategic human resource/personnel management; (b) workforce planning and employment; (c) human resource/personnel development; (d) compensation and benefits; (e) employee and labor relations;; and (g) miscellaneous issues related to the human resource/personnel practices of the Town.

A. Strategic Human Resource/Personnel Management

The Personnel Committee shall advise on:

- Strategies for managing organizational change that balance the expectations and needs of the Town, its employees, and all other stakeholders.
- Matters related to the Town's development and alignment of its human resource management plan with its strategic plan.
- Strategic decision-making and due diligence activities related to organizational structure and design.

B. Workforce Planning and Employment

The Personnel Committee shall advise on:

- Workforce requirements to achieve the Town's short- and long-term programs, goals and objectives.
- Workforce planning and employment activities (ex.: job analysis, job descriptions, hiring criteria, job competencies, selection process, interviewing, testing, employment offers).
- Workforce retention strategies and practices and succession planning process.
- Review of candidate (internal/external) qualifications for position vacancies, promotions and transfers at the department head or above and proposed appointments to these positions.

C. Human Resource/Personnel Development

The Personnel Committee shall advise on:

- Evaluation of performance management programs and procedures (ex: goal setting, job placement, promotions).
- Human resource development and employee training programs to increase individual and organizational effectiveness.
- Performance appraisal process (ex: instruments, rankings and ratings scales, relationship to compensation, frequency).

D. Compensation and Benefits

The Personnel Committee shall advise on:

- Compensation and benefit programs and practices that are compliant with applicable federal, state and local laws and regulations.
- Compensation policies/practices and pay structures based upon internal equity and external market conditions that support the Town's strategic goals, objectives and values.
- Benefit programs that support the Town's strategic goals, objectives and values.

E. Employee and Labor Relations

The Personnel Committee shall advise on:

- Employee relations programs that promote a positive organizational culture.
- Workplace policies and procedures, their application and enforcement to ensure consistency.

F. Miscellaneous Issues Related to the Human Resource/Personnel Practices of the Town

The Personnel Committee shall advise on:

- Other applicable human resource/personnel matters that may arise.
- Review proposed annual budget items for personnel-related matters.

- Review the committee's charter annually, reassess its adequacy, and recommend any proposed changes to the board of the Board of Mayor and Aldermen. The Personnel Committee charter will be updated as applicable laws, regulations, accounting and auditing standards change.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the Board of Mayor and Aldermen approval for proposed changes.

Composition of Committee and Selection of Members

The Personnel Committee shall consist of seven (7) members of the Town of Farragut. Members must be residents of the Town of Farragut.

The Board of Mayor and Aldermen shall appoint the Personnel Committee members.

Of the seven (7) members, four (4) are appointed one year, and the remaining three (3) appointed the following year. Members shall serve staggered two (2) year terms or until their successors are appointed.

Personnel Committee members shall be prohibited from being an employee of the town or an immediate family member of a town employee. In addition, Personnel Committee members shall not engage in any private business transactions with the town or receive compensation from any private entity that has material business relationships with the Town, or be an immediate family member of an individual that engages in private business transactions with the town or receives compensation from an entity that has material business relationships with the Town.

Members on the Personnel Committee should possess or obtain a basic understanding of governmental management, human resource/personnel administration or business administration.

Meetings

The Personnel Committee will meet monthly at a time and date pre-approved by the committee, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. Meeting dates, times, and location will be selected annually by the Personnel committee and published on the Town's website.

Members of the Personnel Committee are expected to attend each Committee meeting when possible, in person or via telephone. The Personnel Committee may invite other individuals, such as members of staff, management, auditors or other professional experts to attend meetings and provide pertinent information, as necessary.

Meeting agendas will be prepared for regularly scheduled monthly meetings and provided to the Personnel Committee members along with any briefing materials five (5) business days before the scheduled Personnel Committee meeting.

Around the first quarter of each fiscal year, the Personnel committee shall select from its members by majority vote: a Chairmen, Vice-chairman, and Secretary. The Chairman will be responsible for contributing to and executing the Personnel Committee's meeting agenda and

will oversee all meetings of the Personnel Committee in accordance with Roberts Rules of Order. The Vice-Chairman will serve as Chairman in the absence of the Chairman. The Secretary of the Personnel Committee will be responsible for roll call, recording, and maintaining action minutes of each meeting of the Personnel Committee.

Upon request of the Chairman of the Personnel Committee, the Town Administrator or his/her designee will provide staff support to the Personnel Committee.

The Personnel Committee shall advise only by affirmative vote of a majority of the Committee members at a meeting or by unanimous consent. Action minutes of these meetings will be recorded.

Attendance

Committee members serve at the pleasure of the Board of Mayor and Aldermen. Members are expected to attend 75% of scheduled meetings. The term of any member shall expire on the third absence from committee meetings during the fiscal year. Members may seek reappointment by the Board of Mayor and Aldermen.

A quorum for the Personnel Committee is four (4) Committee members.