



Notes from HR Committee Meeting
Tuesday, January 10, 2023 (Virtual) 5PM-6PM

WE ARE:
GRACE.

Next meeting: March 14, 2023, 5PM

Attending: Nick Anderson, Anne Main, John Peterson, Julia Krautkramer, Brenda Daming, Jessie Beauchamp, Mary Burich, Jim Christensen

1. Opening Prayer
2. School Closing Policy Review
 - a. Need to address whether pay will be provided for partial day closures to hourly associates.
 - b. Brenda will update policy language to address pay for partial day closures (either late starts or early closures).
 - c. The policy will include language that up to three incidents (partial or full day closures) will be compensated.
3. PTO Policy Review
 - a. Brenda will update policy with language that states employee may not take PTO during the period after the employee provides notice to leave and the associate's final date of employment.
4. W-2s
 - a. Want to encourage employees to opt for paperless W-2s as this provides employees with timely documents and is an overall cost reduction for the organization.
 - b. Recommendation made to educate employees to opt for paperless W-2s.
5. Strategic Plan Review
 - a. The two strategic plan items for which the HR Committee has direct impact are:
 - i. Conduct a compensation and benefits analysis for all staff
 - ii. Review, explore and create a strategy for "WHY GRACE" – support of efforts to be an employer of choice in our community.
 - b. We discussed that the GRACE benefit offerings are strong – GRACE pays approximately 80% of benefits cost. GRACE automatically funds 6% of employee's salary into 401A account.
 - c. There was a suggestion to think about personas when creating initiatives to market GRACE as an employer of choice and build scenarios on the personas:
 - i. Candidate
 - ii. New Teacher/Staff
 - iii. Experienced Teacher/Staff
 - d. Ongoing education regarding culture and benefits is key. Consider testimonials from current teachers/staff.
 - e. Brenda and Julia will continue to market the wonderful culture at GRACE among candidates, newer teachers and experienced teachers.
 - f. Mary will update completion indicator within strategic plan for the initiative, Review, explore and create a strategy for "WHY GRACE" – support of efforts to be an employer of choice in our community.