

## HR Committee Report July 2021

The HR ad hoc Committee came into existence in March 2020 with the goals of compiling the ACAWSO HR Handbook and to address HR issues within ACAWSO. The HR Handbook was adopted unanimously by the board of trustees on 12/3/20. The HR Handbook has been sent to all employees and the board of trustees.

The HR ad hoc committee became a full-time committee in April 2021.

Paychex is the HR company we used to establish our ACA HR handbook. We still meet with Paychex once a month for questions. If you have questions about the handbook, or other HR questions, send them to me at: [hr@acawso.org](mailto:hr@acawso.org) and I will try to answer them, or I will ask our Paychex representative.

We are currently working on a policy document for the cloud storage of our Office Manager and employees info, i.e. raises, letters, etc. Evidently, the IT committee has the tech end of cloud storage complete.

The HR Committee consists of board members and fellowship members. We meet on the second and fourth Tuesdays of the month at 4 p.m. Eastern.

<https://us02web.zoom.us/j/84889018373>

If you're interested in HR and would like to join these meetings please contact me, Rich R. at [hr@acawso.org](mailto:hr@acawso.org)