

# Downtown Chico Business Association Human Resources (HR) Committee Policy



## Purpose

The DCBA Human Resources (HR) Committee is established by the President of the Downtown Chico Business Association as a standing subcommittee of the Executive Committee. Its purpose is to support strategic, equitable, and compliant HR practices by providing oversight, guidance, and accountability in the areas of hiring, evaluation, personnel practices, and staff development.

## 1. Committee Composition

The HR Committee will consist of the following members:

- **Second Vice President** (Chair)
- **Secretary**
- **One Board Member** with human resources or corporate experience (appointed by the President)
- The **General Manager (GM)** (ex officio for hiring staff; excluded during GM review)
- Optional HR professional advisor (non-voting, as needed)

## 2. Responsibilities

### 2.1 Personnel Hiring & Onboarding

- Participate in the recruitment and selection process for all **full-time and part-time** positions, including:
  - Posting and review of job descriptions
  - Interview panel participation
  - Finalist reference checks
- Ensure adherence to DCBA's nondiscrimination, equal opportunity, and ADA accommodation policies.
- Approve or recommend final candidates for hire to the Executive Committee if required.

*Note:* The **General Manager is authorized to hire seasonal and event-specific employees** without committee review, consistent with their operational authority.

## **2.2 90-Day and Annual Evaluations**

- Participate with the GM in conducting the **90-Day Hiring Review** as outlined in the handbook appendix, including:
  - Self-assessment from the employee based on their 30-60-90 day plan with General Manager, agreed upon between employees and GM at hiring date.
  - Supervisor evaluation.
  - Recommendation for continued employment or alternative path.
- Oversee the process for **annual employee performance evaluations**, including review templates, timelines, and support for training or performance improvement plans.

## **2.3 General Manager Oversight**

- Conduct the **annual performance evaluation of the General Manager**.
- May meet with staff or stakeholders for feedback.
- Report findings and recommendations to the Executive Committee, and to the full Board if directed by the President.

## **3. Workplace Injuries & Workers' Compensation**

- Ensure employees are familiar with **Section 3.6 of the Employee Handbook** regarding reporting procedures for on-the-job injuries:
  - All injuries must be reported to management immediately, regardless of severity.
  - The GM is responsible for filing the necessary documentation and initiating a workers' compensation claim through DCBA's insurer.
  - The HR Committee may be notified (if needed) for compliance oversight but does not directly manage the claim.

## **4. Meeting Schedule & Documentation**

- The HR Committee will meet quarterly or as needed, particularly when a hiring process is underway or reviews are due.
- Agendas and meeting notes will be maintained confidentially and shared only with the Executive Committee unless otherwise directed.

## **5. Compliance & Confidentiality**

- All HR Committee members shall complete harassment prevention training and follow confidentiality standards as set by DCBA's Employee Handbook and Ethics Policy.
- Conflicts of interest (e.g., evaluating a relative or friend) must be disclosed, and members must recuse themselves as appropriate.