

# **EMPLOYMENT POLICY AND COMPENSATION COMMITTEE REPORT**

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Chair, Employment Policy and Compensation Committee

The members of the Employment Policy and Compensation Committee (EPCC) are Brett Bittner, Joshua Katz, and Jim Lark. The members were appointed to the Committee by Nick Sarwark on Nov. 15, 2014.

1) On Jan. 12, 2015, Dr. Lark sent a message on behalf of the EPCC to members of the LPHQ staff. The message informed the staff that the EPCC is available to discuss (on a confidential basis) the working environment or observed violations of the Policy Manual. (The EPCC is specifically charged with the responsibility to be available to the staff for this purpose; we believe staff members should be informed of this responsibility.)

2) During the LNC meeting on Dec. 13-14 last year, the LNC approved a motion that assigned the EPCC the task of researching the structure of employee contracts and making recommendations for going forward. The EPCC has prepared a report to comply with the requirements of the motion; this report is submitted as a separate document.

For the convenience of our colleagues, we have prepared an appendix to our report. The appendix contains material from the Policy Manual that is relevant to consideration of employment contracts for LPHQ staff.

The EPCC expresses its appreciation to Mr. Katz for his work on the report; his efforts provided most of the basic material contained in the report.

3) The EPCC will endeavor to complete the following tasks by Dec. 31, 2015:

- Obtain (at a reasonable cost) a review of the Employee Manual by an attorney who is competent in the area of employment law in the Commonwealth of Virginia.
- Determine (in consultation with the Executive Director and the Chair) whether documents, procedures, and guidelines for the effective administration, supervision, and development of LPHQ staff should be developed (or revised). Should it be necessary to develop (or revise) such documents, procedures, and guidelines, the EPCC will undertake these tasks.