



TERMS OF REFERENCE - PERSONNEL COMMITTEE

MEMBERSHIP:

- Three or four Board members as recommended by the Board Chair & Vice Chair and approved by the Board;
- Board Chair (ex-officio member of the committee)
- Manager of Human Resources – non voting
- Such other persons as the Board deems appropriate – i.e. the CAO and/or other Human Resources staff and/or other management staff (non-voting).

FREQUENCY OF MEETINGS:

As required to deal appropriately with all Personnel issues

ROLE OF THE COMMITTEE:

1. Review personnel policies and procedures to ensure consistent application;
2. Review and make recommendations to the Board with respect to increased complement beyond approved annual budget;
3. Ensure Human Resources follow established procedures with respect to the hiring of all bargaining unit staff;
4. Present to the Board the hiring recommendations of the CAO and Manager of Human Resources for all management staff;
5. Oversees/participates in the hiring process for the CAO as directed by the Board,
6. Ensures that the Board's French Language Services Plan is followed when hiring staff;

7. Receives, reviews and makes recommendations to the Board with respect to Collective Agreement negotiations with the appropriate union(s); final ratification is subject to the approval of the Board;
8. Reviews and makes recommendations to the Board with respect to grievances that have been referred to arbitration;
9. The Personnel Committee shall co-ordinate the performance evaluation of the CAO in accordance with the Board policies and procedures.