

**NSTU Personnel Committee Report
August 1, 2025 - July 31, 2026**

I. Mandate

The Executive Director is the senior administrator of the NSTU; is responsible to the President and the Provincial Executive; and is solely responsible for the general day-to-day administration of the NSTU including hiring of and assigning duties to the staff of the organization. The Committee shall act as a small, functional working group to assist the Executive Director, specifically the Committee shall:

a. review program area requirements, aims, and objectives, in particular, examine staff deployment and relative workload and make recommendations to the Executive Director regarding same;

b. develop and review policies and procedures regarding the human resources of the NSTU and make recommendations to the Executive Director regarding same;

c. recommend to the Provincial Executive for their ratification a candidate to hire for the position of Executive Director, where the Provincial Executive has decided to conduct a search for candidates;

d. prepare and conduct negotiations with the various classifications of staff and present asking packages and tentative agreements to the Provincial Executive for their ratification; and,

e. follow the procedures outlined in Operational Procedures – Staffing & Human Resources

Budget: **\$6,000** Actual: **\$5,514**

Committee Members:

Sarah Tutty, Chair, 2 nd VP	Taunya Pynn Crowe, Secretary-Treasurer
Kim Dunning	Bethany MacLeod, Executive Director
Andrew McCara	Peter Day, NSTU President

Meeting Dates:

September 11, 2025, October 16, 2025, December 4, 2025, and January 14, 2026.

During the 2025-2026 reporting period, the NSTU Personnel Committee:

- Approved a personal services contract for the Financial Officer effective August 1, 2025 to July 31, 2028.
- Approved the Administrative/Operations Staff contract effective August 1, 2025 to July 31, 2028.
- Approved that the recommended candidate be offered a probationary contract for the position of Executive Staff Officer effective February 2, 2026 to January 31, 2028.
- Approved an extension to a term contract for an Executive Staff Officer effective August 1, 2026 to July 31, 2027.
- Approved a permanent contract for NSTU Counsellor effective August 1, 2026.
- Approved a one-year term contract to replace a sabbatical leave effective August 1, 2025 to July 31, 2026.
- Approved a probationary contract for an Executive Staff Officer effective August 1, 2025 to July 31, 2027.

Respectfully submitted,
Sarah Tutty, Chair 2025-2026