

NSTU Personnel Committee Report
August 1, 2022-July 31, 2023

Mandate:

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: \$ 5600 Actual \$ 9190

During 2022-23 reporting period, the NSTU Personnel Committee:

- Completed training on Personnel Operational Procedures, Complaint Procedures, NSTU staff organization and collective agreements.
- Concluded negotiation with in-house legal counsel, resulting in an updated collective agreement.
- Reviewed hiring process and recommendation for Executive Staff: Member Services (Term).
- Reviewed hiring process and recommendation for Executive Staff: Professional Learning (Term).
- Review hiring process and recommendation for Executive Staff: Member Service (Probation).
- Began preparations for negotiations with Executive Staff bargaining unit.