

**NSTU Personnel Committee Report
August 1, 2024 - July 31, 2025**

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: **\$5,600** Actual: **\$ 67,824** (Includes cost association with Executive Director search)

Committee Members:

Sarah Tutty, Chair	Bethany MacLeod, Executive Director
Myla Borden	Steve Brooks, Former Executive Director
Duncan Cameron	Peter Day, NSTU President
Ryan Lutes	

Meeting Dates:

October 17, 2024, January 15, 2025, February 4, 2025, February 12, 2025, February 26, 2025, April 2, 2025, April 10, 2025, April 28, 2025, May 8, 2025 and June 19, 2025

During the 2024-2025 reporting period, the NSTU Personnel Committee:

- Approved a permanent contract for Executive Staff Officer effective February 1, 2025.
- Approved a one-year sabbatical leave from August 1, 2025 to July 31, 2026.
- Approved an Executive Staff Officer position for the Period of August 1, 2025 to July 31, 2026 as an approved sabbatical leave replacement.
- Reviewed and made a recommendation that the Provincial Executive submit the following resolution to Council 2025:

Be It Resolved that the NSTU establish two additional Executive Staff Officer positions.

- Approved the recommended candidate for the term replacement Executive Staff Officer Contract effective August 1, 2025 to July 31, 2026. If necessary, the alternate candidate be offered the term replacement Executive Staff Officer Contract effective August 1, 2025 to July 31, 2026.
- Approved the recommended candidate for the Executive Director position effective May 2025 through the services of Knightsbridge Robertson Surette (KBRS).

Respectfully submitted,
Sarah Tutty, Chair 2024-2025