

NSTU Personnel Committee

Year End Report

2007-2008

a. MANDATE

i. General Guidelines

It is intended that this Committee will:

- A. Focus executive responsibility in program planning and evaluation and be a source of feedback to the whole executive;
- B. Serve as a small, functional group to work with the Executive Director as a two-way sounding board;
- C. Exist as an identifiable structure, visible to all NSTU employees, which will maintain a continuity of involvement in the administrative area;
- D. Provide a more informed base for the achievement of mutually satisfactory negotiation.

ii. Terms of Reference

- A. The Committee shall develop appropriate details of its own operation, subject to Executive approval, as time and experience may suggest.
- B. The Committee shall, with and through the Executive Director in support of his/her current responsibilities assess and evaluate on this matter to the Executive.

iii. Staffing

- A. The Committee shall assume all previous ad hoc duties related to staffing. Among the duties shall be the task of screening, interviewing and recommending to the Executive for ratification one or more candidates for any position. A report summarizing the elimination process shall be submitted with any recommendation.
- B. In the event of a vacancy in executive staff, a minimum of five candidates will be short-listed.
- C. In the event there are not five qualified candidates from the original advertisement, a second advertisement shall take place at a provincial and national level.
- D. All résumés of short-listed candidates shall be sent to Executive members as soon as possible before the next Executive meeting.
- E. The Committee will develop and share the set procedures for the interview process to all members.
- F. When developing a rubric for short-listing, the Committee will take into consideration the credentials/experience, leadership experience, volunteer experience, and skill set specific to the posting.
- G. Every reasonable effort shall be made to maintain two bilingual staff officers, one to work in Professional Development and the other to work in Member Services.
- H. Hirings for replacement staff positions should occur three to six months before the current staff officer is due to leave, when possible and/or necessary.
- I. Successful candidates for staff positions will be given appropriate job training experiences and opportunities before assuming full job responsibilities when possible and/or necessary.

iv. Program Reviews

- A. The Committee shall conduct a regular, ongoing review of program area requirements, aims and objectives, and in particular, examine staff deployment and relative workload.

(It is understood that this task could be accomplished on a rotational basis over several years. It is to be emphasized that the function of the Executive Director includes these things. The Committee should serve to initiate, receive and convey to the Executive the results of such reviews. The active role in administration is solely that of the Executive Director. The Committee should complement his/her efforts without becoming personally involved, and should therefore be able to serve in a bargaining capacity in the normal manner.)

- B. Complaints pertaining to specific job performance of members of executive staff shall, in the first instance, be handled as an administrative procedure:

- i. except in unusual circumstances, a complaint should first be made in writing to the individual staff member affected.
- ii. if the complainant is not satisfied with the response of the individual staff member, then the complainant may refer the complaint, in writing, to the Executive Director. If the complaint is not resolved to the satisfaction of the complainant by the Executive Director, it shall be referred to the Personnel Committee for its consideration with an explanation of the action taken.
- iii. if an unresolved complaint is brought to the attention of the Personnel Committee, the Committee may suggest further course of action be taken by the Executive Director.
- iv. any complaint that cannot be resolved by the Executive Director, in concert with the Personnel Committee, will be brought to the Provincial Executive for its consideration.

b. COMPOSITION

- i. The Committee shall consist of four (4) Executive members, one of whom shall be the Second Vice-President. The Second Vice-President shall chair the Committee. The Provincial Executive shall consider balance in the composition of the Committee.
- ii. A quorum of the Committee shall be three (3) members.
- iii. The Provincial Executive should make every reasonable attempt to ensure a carry-over of at least one member from year to year.
- iv. The President should exercise ex officio power and participate as regularly as possible.
- v. The Executive Director shall serve as advisor, consistent with his/her responsibilities to the Executive (see the Constitution).
- vi. The Committee shall be appointed at the first regular Executive meeting following Annual Council.

c. MEETING FREQUENCY

The Committee shall meet regularly and report at least semi-annually to the Executive.

d. TRAINING

Members of the Personnel Committee will get specific training on interviewing techniques and staffing issues each year.

Committee Members 2007-2008

Belinda Snow, Chair
Debbie McIsaac
Russell Comeau
Keith Skinner
Mary-Lou Donnelly, President
Bill Redden, Executive Director

<u>Meeting Dates:</u>	August 13, 2007	October 9, 2007
	September 13, 2007	November 27, 2007
	September 19 & 20, 2007	December 14, 2007
	October 1, 2007	February 1, 2008
	October 4, 2007	February 8, 2008

The following matters were dealt with:

1. Staffing

- a. The Committee held meetings with the Legal and Human Resources representatives to go over the NSTU Hiring Process to ensure equal opportunity to all candidates while maintaining the desire to hire the best candidate.
- b. The Committee received written evaluations on the job performance of Allan MacLean. Mr. MacLean was offered and accepted a permanent contract.
- c. Executive Staff Officer Bill Redden was appointed Executive Director effective August 1, 2007. The recruitment process to fill the vacancy in the Member Services area resulted in Grant MacLean being hired on a probationary contract, effective October 15, 2007.
- d. Executive Staff Officer Bruce Kelloway was appointed Assistant Executive Director, effective October 22, 2007.
- e. Recommended that an Early Retirement Incentive Plan for 21 days be offered to Earl Rutledge.
- f. Executive Staff Officer Earl Rutledge retired effective December 31, 2007. The recruitment process resulted in Betty-Jean Aucoin being hired on a probationary contract, effective May 17, 2008.
- g. Recommended amendments to the Mentorship Program.

2. Staff Contracts

The Committee completed a Personal Services Contract with the Executive Director.

3. Budget

The annual amount budgeted for the Personnel Committee was \$14,280.00. The actual amount spent was \$17,943.64.

Respectfully submitted by:

BELINDA SNOW, Chair
NSTU Personnel Committee