

**NSTU Personnel Committee
Year End Report
August 1, 2017 - July 31, 2018**

Mandate:

As a committee of the Provincial Executive, the Personnel Committee addresses matters related to staffing and program review. The committee provides recommendations to the Provincial Executive and works with the Executive Director as a two way sounding board.

The members of the 2017-2018 Personnel Committee were:

- Cherie Abriel (Chair)
- Lori MacKinnon
- Turk MacDonald
- Peter Day
- Liette Doucet (NSTU President)
- Joan Ling (Executive Director)

During the year, the Personnel Committee met on the following dates:

October 12, 21, 25 & 26, 2017; November 8, 9, 30, 2017; February 2, 2018; March 22, 2018; May 4, 2018; June 2, 4, 9, 11, 12, 25, 2018; July 27, 2018.

Budget:

The committee was allocated \$9,760 during the budget year. The actual amount spent was \$.

During this year, the Personnel Committee;

- Advertised, shortlisted and interviewed candidates and made recommendations to the Provincial Executive for filling positions including; two Executive Staff Officers (Probationary), Financial Officer (Term).
- Recommended the employment of a search firm to assist with the hiring of an Executive Director;
- Recommended that a Probationary Counselor be offered a Permanent contract;
- Recommended that a Probationary Executive Staff Officer be offered a Permanent contract;
- Recommended the approval of an ERIP for an Executive Staff Officer;
- Assisted in interviewing candidates and made a recommendation to the Provincial Executive for filling the position of an Executive Director;
- Reviewed Operational Procedures relating to Personnel and made recommendations to Provincial Executive;
- Dealt with complaints and issues confidential in nature as they arose.

Respectfully Submitted by,
Cherie Abriel (Chair)
NSTU Personnel Committee

