



# **NSTU Personnel Committee**

## **Year End Report**

### **2010-2011**

#### **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.

*Reference: Provincial Executive, January 1978; April 1982; December 1986; February 2004; January 20-22, 2005; April 1, 2006; April 27, 2006, March 2007*

**Personnel Committee 2010-2011:**

- ◆ Alison MacPherson, Chair
- ◆ Gerry Alley
- ◆ Jed Corbett
- ◆ Marlene Boyd
- ◆ Alexis Allen, President
- ◆ Bill Redden, Executive Director

**Meeting Dates:**

- ◆ November 12, 2010
- ◆ December 10, 2010
- ◆ February 3, 2011
- ◆ March 2, 2011
- ◆ March 25, 2011
- ◆ May 20, 2011
- ◆ June 3, 2011

**Staff Contracts**

The Committee reviewed contracts for both Executive and Intermediate Staff and then put together asking packages in preparation for negotiations. While both packages were prepared, formal bargaining did not yet begin.

**Staff Sabbaticals**

A one year study leave was granted to Angela Murray commencing August 1, 2011 and ending July 31, 2012.

**Budget**

The annual budget for the Personnel Committee was \$15,800.00. The actual amount spent was \$9,006.00.

**Staffing**

The Committee met to discuss the future needs of our organization.

The Committee went through the interview process and offered a one year position to Mary Jane Webber in the Public Relations Department of the NSTU.

The Committee met with legal representative, Ray Larkin, to go over the negotiation process and review the contracts of both the Intermediate and Professional Executive staff.

Respectfully submitted by:

**ALISON MACPHERSON, Chair**  
NSTU Personnel Committee

*AMacP/pmm*