Human Resources Committee

Terms of Reference

1. Purpose

The Human Resources Committee (HRC; referred to hereafter as the Committee) provides strategic oversight, insight, and foresight with respect to Yukon University's (referred to hereafter as the University) human resources policies, employment practices, workforce trends, collective bargaining, and senior administrator recruitment, performance, compensation, and succession planning.

2. Membership

The Committee shall consist of up to five (5) members of the Board of Governors (referred to hereafter as the Board), none of whom shall be employees of the University.
Except where a conflict of interest exists or where excluded through an *in-camera* motion, the Board Chair and President may participate in meetings of the Committee but shall be non-voting.

3. Responsibilities

The Committee is responsible for overseeing employment relations at the University within the Board's jurisdiction including the broad terms and conditions of employment established in collective agreements and the Excluded Employee's Handbook, the recruitment, supervision and removal of the President, recruitment and removal of Vice-Presidents and the University Secretary and General Counsel and reviewing and monitoring human resource trends within the University.

The Committee shall report and make recommendations to the Board regarding these and other related matters.

The Committee shall also consider other matters that are delegated to the Committee by the Board, including special examinations as may be required, and if appropriate to retain special counsel of experts to assist.

Specifically, the Committee has the following responsibilities:

3.1. Collective Bargaining

- Considers and recommends to the Board changes in collective bargaining agreements.
- Reviews and recommends for approval the mandates for negotiating committees with a bargaining unit.
- Receives updates on collective bargaining, the administration of collective agreements, and labour relations, and provides feedback and advice to the President.

3.2. Excluded Staff

- Considers and recommends to the Board changes to the handbook guiding the terms and conditions of employment for excluded employees of the University.
- Reviews and recommends to the Board the compensation philosophies, framework and policies related to compensation of employees excluded from a bargaining unit, including any salary ranges and general wage increases.

3.3. President

- In collaboration with the Board Chair and in accordance with established University policy, monitors the President's annual performance and compensation review.
- Together with the Board Chair, leads the development of the President's annual goals and objectives, for recommendation to the Board.
- Recommends the appointment of Board members to presidential search and review committees, as required. In coordination with the Board Chair and in accordance with established University policy, reviews and recommends the appointment, extension, reappointment and dismissal of the President.
- Reviews and recommends to the Board the compensation (initial and changes thereto) and all contractual terms and conditions for the President, prior to execution of any contract or public announcement.

3.4. Other Senior Administrators

- Annually reviews the University's executive management structure and succession plans to support organizational continuity and leadership development
- In collaboration with the President, pursuant to their delegated power, reviews and recommends to the Board the appointment, extension, reappointment and dismissal of Vice-Presidents and the University Secretary and General Counsel.

- Appoints Board members to advisory search and review committees of Vice-Presidents and the University Secretary and General Counsel.

3.5. <u>Reports, Advice and Trends</u>

- Reviews and makes recommendations to the Board for approval strategies, principles and plans that support the attraction, engagement and retention, and advancement of a diverse, equitable, and inclusive community of faculty and staff members.
- Reviews and provides feedback on regular reports on hiring, retention, employee engagement survey results and other employment-related matters.
- Considers and advises on trends or risks affecting human resources at the University.
- Monitors trends in compensation and benefits in the Yukon and across the post-secondary sector.
- Receive reports on employee wellbeing, organizational culture, and workplace health and safety trends as they relate to the University's workforce.
- Receive regular reports on workforce equity, diversity and inclusion initiatives and monitors progress toward University objectives.

4. Resources

The Executive Advisor to the President on Human Resources is the primary resource to the Committee and is permitted to attend any Committee proceeding unless they have a conflict of interest or are excluded through an *in-camera* motion. The Chair may, at their discretion, invite guests to attend as resources on specific matters before the Committee. The President or Executive Advisor to the President on Human Resources may identify other University employees to serve as resources on specific matters, with the consent of the Chair of the Committee.