



Section One: Board of Education

“Together We Learn”

165 – HUMAN RESOURCES AND STAFF SERVICES COMMITTEE

Introduction

The Board of Education believes that our employees are the District’s most important resource, and that workplace safety, professional development, career advancement and the overall health and wellness of all employees are of prime importance.

The Human Resources and Staff Services Committee is a standing committee of the Board.

Policy

1. Membership

1.1 Voting Members:

- 1.1.1 Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson at the Board’s inaugural or annual meeting

1.2 Non-Voting Members:

- 1.2.1 a representative from each of the partner groups for purposes of providing input
- 1.2.2 Director of Instruction – Human Resources
- 1.2.3 Director of Human Resources – Labour Relations
- 1.2.4 The Board Chairperson

2. Scope of Functions

- 2.1 To provide recommendations to the Board.
- 2.2 To hold both Incamera and Public meetings to address general human resource topics that are of importance to either an employee group or to the Board. Specific human resource issues, relative to an individual, will not be considered as these matters are confidential and are governed



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by protection of privacy legislation, contractual agreements, and the policies of the Board.

- 2.3 To consider, develop, review and evaluate policy relative to selection, evaluation, hiring, retention, dismissal, promotion, in-service training, health and safety, recognition programs, Human Resource issues, and the effective utilization of all staff, for the purpose of making recommendations to the Board.

3. Meetings

- 3.1 All meetings shall be governed by Board policy and, in the absence of Board policy, by *Robert’s Rules of Order*.
- 3.2 A seconder is not required for resolutions moved at the committee level.
- 3.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.
- 3.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by trustees and senior staff, and others as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for Public meetings of this Committee, or at the call of the Committee Chairperson.