

Committee/Group Name: Human Resources Committee

Purpose of Committee:

To foster and maintain positive board/staff relations

Members: Larry Charach, Lynn Wolff, Gerard Hayduk, Lynne Turvey; advisor- Michelle Van der Molen

Major Actions of 2020-21

- Action 1
 - Provided Advice to UCE Board on HR Matters
- Action 2
 - Renegotiated and updated contracts as required
- Action 3
 - Interface with acting Supervisors pending Interim Minister
 - Appraisal of RE Director
 - Prepared documents for transition of RE Director; Advice on replacement
- Action 4
 - Contracted Chandra Smith to Prepare Report re: UCE's Social Media Requirements and Plan
- Actions 5 re Interim Minister
 - Information and advise for Benefit package and payment in lieu of CCCC package
 - Reconciled benefit package with Interim Minister and related financial reporting
 - Reviewed legal advice re: moving to Canada
- Action 6
 - Prepared Performance Management Policy, and,
 - Performance Assessment Procedure and Template and RE Leader Form

Outcomes Achieved

- Contracts in place for 10 month term; Annual performance appraisal of RE
- Employee Manual and Performance Assessment template/forms

Planned Actions for 2021-22

- As determined by the Board, assist in transition to contract Minister
- Annual performance planning and appraisals of all permanent staff
- Provide advice to Board on staff requirements to accommodate changing circumstances

Recommendations for Board Consideration

- Priorize filling RE Director position: Review requirements and the hours required for the RE Director to satisfactorily perform the job requirements

Submitted by: Larry Charach, Chair