



---

## Human Resource Committee

### Vision

To provide the school(s) with the best possible staff consistent with the school's mission and the applicable professional standards for Ontario

### Mandate

1. To advise the board with respect to:
  - a. appointment of persons to fill declared vacancies and,
  - b. adoption of procedures with respect to evaluation and dismissal of full-time and part-time staff.)
2. To assist the principal in his/her supervision of staff. (Please note that neither board nor committee supervise staff.
3. Assist the principal in resolving disputes relating to contractual matters with individual teachers.
4. Review special cases of disciplinary programs.

**Note One: This committee does not deal with disputes between board and principal. That requires another committee.**

### Membership – Five Members plus Principal

1. Qualifications: It is expected that the members of this committee have some experience and/or training, or natural aptitude, in the human resource area and are not in a regular conflict of interest situation with staff.
2. Designations:
  - a. three board members (one executive, but not the chair)
  - b. one/two society member(s)
  - c. principal (VP as alternate)

### Meetings

1. In order to discharge its main functions, the committee should meet once in the fall to discuss policy questions. It should meet once in the winter to send the board a list of recommended candidates for the vacancies, and once in the spring to draft a final report.
2. At the winter meeting, the principal should report on the contract status of existing staff. Any changes in status should be discussed in context of other changes and sent to the board as a package.
3. Normally, the committee meets to conduct interviews with appropriate candidates.
4. In certain instances the committee should authorize the principal to make the appointments directly, e.g., a one-year, part-time contract, or send a recommendation directly to the board.
5. Special meetings are called by the principal depending on needs, e.g., a serious staff dispute, or an unforeseen vacancy.
6. Depending on the number of vacancies to be dealt with, the committee could appoint sub-committees to assist the principal, e.g.:
  - a. At a high school level, select the VP of Academics, a department head, and a teacher in that field;
  - b. In the elementary school division use one board member, the VP, and a teacher;
  - c. The principal takes the recommendations to the full committee and sends the final list to the board.



7. Executive:
  - a. The committee should appoint a Chair and a Secretary at each fall meeting.
  - b. The principal should be appointed as Vice Chair.
  - c. The principal could be appointed as Chair, but this is more of an exception if no suitable volunteer is available for Chair.
  - d. Board members are not liaisons to the board, and do not report on behalf of the committee.
  - e. Normally, at the board meeting, one of the (committee) board members would make the motions to put the principal's recommendations on the floor.

### **Reporting and Confidentiality**

1. The principal reports to the board on behalf of the committee with respect to appointments.
2. The committee submits a written year-end report to the board summarizing the activities it finished that school year.
3. The committee needs to decide whether to send the minutes to the board. If it does, then the minutes should be very brief and should NOT include reports on discussions or interviews because in all instances this will involve personal information.
4. The recommendation is that the committee adopt resolutions which are included in the principal's report.
5. The board can request detailed information about candidates at the meeting, and the principal can supply this orally if appropriate. If a written document is distributed, it should be collected again at the end of that discussion. It should not be in the possession of individual board members after the decision is made.
6. The only place with a complete record of personnel information on staff should be the filing cabinet in the principal's office. No one else should have that information.
7. See section on confidentiality in the board manual, and the OCSAA manual for the legal rules for obtaining references and conducting interviews ethically.

### **Subcommittees**

1. The HRC can appoint sub committees for special tasks within its mandate, e.g., teacher selection, or custodian appointment. Similarly, the appointment of the bus drivers could be done by a subcommittee with representatives from the transportation committee.
2. Principal Evaluation – Since the principal is the chief operating officer of the board, the board should have a direct hand in the assessment of the COO. The OCSAA manual proposes a separate committee which could have one or two members who also serve on the HRC.

### **Records**

1. All personnel files are kept by the principal in a secure place. The principal is the only person who has discretionary access to the files.
2. Access to the personnel files is restricted to those who need to know, for official reasons. Actual use of files must be recorded.
3. The specific file is the property of the board but the information in it is also owned by the employee and cannot be released without his/her permission.
4. Normally, the board must pass an official motion to provide a specified person with access to a specific file for a specified reason.