



HUMAN RESOURCES COMMITTEE

HR Committee Assessment 2014-2015

The HR Committee Assessment for the Academic Year 2014-2015

I. Overview of HR Committee actions

Fall				
Spring				
Average attendance (of 9 Voting members)				
Policy No.	Policy Name	Date considered by HRC		
New Policy	Emeritus	4/9/2015		
New Policy	Rehire/Break in service Policy	11/28/2014		
New Policy	Intellectual Property	11/28/2014		
New Policy	Conflict of interest	11/28/2014		
New Policy	Succession Plan	11/28/2014		
New Policy	Paid Time Off-brings together vacation, sick and personal leave	11/28/2014		
New policy	Consultancy	11/28/2014		
No.	Policy Name	Date of last review by HRC	Change to policy	Current Status
4.6	Grievance Resolution	11/28/2014	Inclusion of informal Grievance resolution clause	
6.4.1	Housing	11/28/2014	Change to scope Employee to pay Security deposit Couple Benefit limit	



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8.1	Professional Development	11/28/2014	JK Policy review	
10.3	Outside Employment	11/28/2014		
	Conflict of Interest	11/28/2014		

The HR Committee met a total of 5 times during the year. There were a total of 9 voting members and 4 non-voting members. The average attendance of voting members per session was 10.4 (80%).

II. Ongoing Policy

The following Policies:

- 5 Complete
- 4 Yet to drafted
- 2 Draft
- 2 Under consideration

III. Reflections

1. HR Committee recognizes the need to put in place a process for reviewing existing policies and creating new policies that includes and ensures that employee feedback is incorporated and policy changes are communicated widely to all employees. This should include putting in place a communication process for policy changes.
2. HR Committee recognizes the need to maintain and adhere to a timeline for the review, creation and approval of HR policies.
3. HR Committee was only able to meet 5 times and as a result was not able to complete its agenda.
4. Lack of a quorum was the main reason for scheduled meetings not being held.

IV. Remedial Actions

1. HR Committee agreed that designated representative be included in the committee distribution list for meeting notifications and HR to follow up with reminders prior to scheduled meetings.
2. HR Committee to draw up a timeline for finalization of revised and new policies.
3. HR Committee has set out a procedure for the revision of existing policies and creation of new policies as recommended:
 - HRC receives and endorses intention to create a new policy or revise an existing policy.



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- HR to draft or work with the initiator to draft the new or revised policy.
- HR to communicate purpose of revised or new policy and how this affects employees together with the draft policy to the Faculty and Staff Senate. Allow for feedback and comments to be received within a specified timeframe;
- HR to incorporate comments from the two Senates where appropriate.
- Draft policy submitted to HR Committee for consideration.
- HRC submits recommended draft to EC
- EC submits recommended policy change to BOR for approval.
- HR to communicate policy change to all CMI employees.

Approved by HR Committee for submission to the Executive Committee

[Chair]

Date: October 28th, 2015

Approved by EC October 30th, 2015