

Terms of Reference – Society for Students with a Disability (SSD) Personnel Committee

Type

1. The Personnel Committee is a standing committee.
2. All meetings of the Personnel Committee shall be in camera, save resolutions of meetings, which will be made available to members of the Society.

Purpose

3. The Personnel Committee assists the President (Chairperson) in supervising employees of the Society.

Duties

4. The Personnel Committee has the duties and powers:
 - a. to review the job descriptions for employees of the Society and, as required, recommend changes to existing job descriptions, recommend the creation of new job descriptions, and recommend the removal of obsolete job descriptions to the Labour Management Committee;
 - b. to consider possible dangers to the health and safety of Society employees and volunteers and to implement or recommend actions to ameliorate such conditions;
 - c. to review, together with the UVSS Executive Director, the performance of employees once in each semester, noting areas of satisfactory performance and making detailed and specific recommendations in each area where employee performance is unsatisfactory; and
 - d. to deliver a confidential monthly verbal or written report to the Council on its activities.
5. The Personnel Committee may also monitor employees' progress on an ongoing basis and, in cases where employees are not performing satisfactorily, deliver progressive discipline.

Membership

6. The President (Chairperson) shall be an ex officio member and chair of the Committee, with voting powers.

7. In the first Council meeting after each Annual General Meeting, two additional members of Council shall be elected to serve on the Personnel Committee, with voting powers, for a term ending on the date of the first Council meeting after the next year's Annual General Meeting.
8. In the event of a vacancy on the Personnel Committee, the Council shall fill said vacancy at the Council at the earliest opportunity.
9. Whenever the Personnel Committee conducts a performance evaluation of an employee who reports to Council through another employee, the supervising employee will participate in the performance evaluation as a voting member of the Committee. The supervising employee will not be considered a member of the Committee for any other purpose.

Quorum

10. Quorum for ordinary activities of the Personnel Committee shall be the chair and one other voting member of the Committee.
11. Quorum for an employee performance evaluation shall be the chair and all other voting members of the Committee.

Meetings

12. Meetings shall be on the dates selected by the President (Chairperson).
Email meetings are permitted.

Limitations

13. The Personnel Committee's duties and powers to discipline employees in no way curtail the powers of supervisors and of the President (Chairperson) to do the same.
14. Nothing in these terms of reference should be understood to contradict the Collective Agreement between the Students' Society and United Steelworkers, the Constitution and Bylaws and policies of the Students' Society, or the Constitution and Bylaws and policies of the SSD.