

# **Human Resources and Compensation Committee Charter**

## **Overall Responsibilities of the Committee**

The Human Resource and Compensation Committee (“Committee”) shall serve the Board by exercising oversight responsibility for the development, maintenance, and institutional compliance to fair human resource and compensation policies and procedures.

## **Composition and Meetings of the Committee**

The Committee shall consist of three or more non-employee Board members (directors), a Cabinet appointee, and a Senate appointee. The Board shall have responsibility to appoint the Chair of the Committee immediately after the annual meeting of the Corporation and from time to time to fill vacancies on the Committee. A majority of directors, present in person or by other means, shall constitute a quorum. A majority of directors present shall be required to approve any decision or recommendation to the Board. All members named above shall have one vote.

The Committee shall meet at least three times each year at the call of the Chair. The Chair shall set the specific agenda for each meeting with the support of management. The Cabinet and Senate appointees will provide management support and serve as secretary for the Committee.

The Committee Chair shall report to each meeting of the Board on all deliberations, decisions, and recommendations of the Committee within the area of its duties and responsibilities set out in this Charter, and do so whether or not the Committee has met and its report is a nil report. The Committee shall have authority to appoint sub-committees and to undertake a review of any area of its oversight responsibility including access to any institutional documents necessary for such a review.

## **Specific Duties of the Committee**

The Committee shall have oversight responsibility for:

### **Human Resources**

- a) ensuring adherence by staff and faculty to the Institution's goals and objectives,
- b) ensuring the implementation of best practices regarding human resource management,
- c) ensuring compliance with human resource policies, according to institutional employment handbooks and current labour laws,
- d) reviewing human resource policies and procedures,
- e) acting, intervening, or being a resource for the resolution of any employee grievances or discipline,

### **Compensation**

- a) annually, reviewing the compensation and benefits framework for all employees and faculty, and
- b) establishing the specific remuneration of the President and Cabinet members.

	<b>Sept</b>	<b>Feb</b>	<b>May</b>
<b>Human Resources</b>			
Ensure F/S adherence to Institutional goals and objectives	*	*	*
Ensure best practices regarding human resource management	*	*	*
Review of employee handbooks and Code of Ethics			*
Be a resource for resolution of employee grievances			
<b>Compensation</b>			
Review employee compensation and benefits framework	*		
Establish remuneration for President and Cabinet	*		

This Human Resource and Compensation Committee Charter approved by the Board on March 13, 2010.