



Human Resources Services Standing Committee: Terms of Reference

1. Core Committee Functions

• Staffing

Review, at least annually, relevant information and data (summary reporting) to monitor at a systems level:

- Recruitment data and information;
- Information regarding the provision of staff throughout the board (in accordance with the board's approved budget);
- Employment Equity.

• Staff Performance and Growth

Review, at least annually, relevant information and data (summary reporting), to monitor at a systems level:

- The status of employee evaluations and growth plans;
- How employee's performance relates to board expectations;
- Trends and/or areas identified to address (i.e. staff development, interventions).

• Employee Health Indicators

Review, at least annually, relevant information and data (summary reporting), to monitor at a systems level:

- Attendance;
- Workplace injuries; and
- Accommodations.

2. Policies

Committee members are expected to know and understand all current Human Resources Policies.

The Committee develops, reviews, and, as appropriate, revises Human Resources Policies in accordance with the Board Policy and Administrative Procedures Development Policy.

3. Efficient and Effective Operations

Advise the Board on Human Resources Services matters that might be pertinent to the efficient and effective operation of the school system.

4. Strategic Planning and Annual Business Plans

Ensure the appropriate and effective development and implementation of the CCRSB Annual Business Plan and periodic Strategic Plan as related to Human Resources Services.

Evaluate the progress of Human Resources responsibilities related to the Annual Business Plan and Strategic Plan.

5. Other Relevant Matters and/or Matters Assigned by the School Board

The Committee responds within its scope of authority which includes but is not limited to review, strategic direction, policy development, provision of information to relevant stakeholders (as determined), and/or recommendations to the Board or other Committees.