

**Policy Title:** Human Resources  
Policy Approver: Board of Governors  
Policy Holder: Board of Governors  
Category: Board  
Original Date: January 2019  
Last Revised: December 2020  
Next Review: December 2022

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### **Policy Statement**

Yukon University is committed to Human Resource practices that reflect the values of the institution. The Human Resources Committee is a Standing Committee of the Yukon University Board of Governors that ensures the University adhere to these values while delivering Human Resources services that conform to current Human Resource practice and principles of labour and employment law.

The key outcome for the Committee is that the Board of Governors is kept apprised of any policy changes related to Human Resources; as well as succession planning and executive compensation.

The Human Resources Committee will operate under the attached Terms of Reference which will be attached to Policy BOG 13.0 Human Resources.

### **Approval Statement**

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 11<sup>th</sup> day of December, 2020.

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Chair, Board of Governors

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Date

### **Scope and Limitations of the President**

Not applicable.

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**Addendum A - Terms of Reference for the Human Resources Committee****1. Purpose of Policy**

The purpose of the Human Resources Committee is to assist the Board in fulfilling its obligations relating to Yukon University human resources issues including succession planning, collective agreement mandate and significant human resources policies.

**2. Composition and Quorum**

The Human Resources Committee is composed of a maximum of four board members, including a Committee Chair (of whom will be appointed by the Board Chair). The Board, on the recommendation of the Committee Chair, appoints the other three Committee members.

A majority of members of the Human Resources Committee constitutes a quorum.

**3. Accountability to the Board**

The Human Resources Committee has no authority to direct management or to commit Yukon University unless specifically authorized by the Board through the Committee Terms of Reference or otherwise.

**4. Duties and Responsibilities**

Subject to the powers and duties of the Board, the Human Resources Committee will perform the following duties.

***Human Resources***

The Committee will:

- a) annually review Yukon University's executive management structure and succession plans;
- b) at the discretion of the President, provide input and advice on the management recommendations for programs, policies and practices with respect to the development of Yukon University's human resources;
- c) together with the Board Chair, lead the development of the President's

- d) annual goals and objectives, for recommendation to the Board;
- e) together with the Board Chair, lead the Board’s annual performance and compensation review for the President;
- f) review recommendations by the President of the guiding principles for collective bargaining and proposed mandate for collective bargaining and make a recommendation to the Board in this respect;
- g) manage the recruitment and evaluation process for the President; and
- h) ensure that any newly appointment Board members are assigned a Board Buddy within a month of their appointment start date or before the next upcoming Board meeting. A Board Buddy will provide the newly appointed Board members the opportunity to ask questions and seek guidance on any Board processes and procedures and act as a mentor during their onboarding experience.

## **5. Meetings**

The Committee meets at least three times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any Committee member.

## **6. Reporting**

The Committee will report to the Board after each of the Committee’s meetings.

## **7. Staff Support**

The Board Executive Assistant provides staff support to the Committee.

## **8. External Advisors**

The Committee may engage independent advisors at the expense of Yukon University when it deems necessary, subject to the approval of the Board Chair.