



King's University College Employee Relations Committee Terms of Reference

Authority:

The Board Employee Relations Committee (the "Committee") is created by and responsible to the Board of Directors (the "Board") of King's University College (the "College").

The Committee shall function in accordance with the Board's General Committee Terms of Reference.

Membership:

The Employee Relations Committee shall be comprised of

- Four (4) community members of the Board of Directors
- The President of King's University College
- The Vice-President, Finance and Support Services
- The Director of Human Resources
- any other committee member as may be determined from time to time

Appointment and Term:

All members of the Committee will be appointed by the Chair of the Board and have terms not exceeding three (3) years or their remaining number of years in their term on the Board, save and except for the President, Vice-President and Director of Human Resources who shall be ex-officio members of the Committee.

Chairing:

The Chair of the Board of Directors will appoint a community member to act as Chair and one community member to act as Vice-Chair of the Committee. The Chair will approve all agenda items and will be responsible for reports of meetings to the Board of Directors. In the absence of either the Chair or Vice-Chair or at the direction of the Chair, the Director of Human Resources may act as chair or provide reports on behalf of the Committee to the Board.

Frequency of Meetings:

The Committee shall meet once each during September, October, November, February, April and May. Additional meetings and joint meetings with other standing committees of the Board may be requested by the Chair of Committee as required.

Purpose:

The Committee shall monitor, evaluate, advise and make recommendations to the Board with respect to all strategic and significant employee related policies of the University including those related to collective bargaining. The Committee shall also consider any other matter delegated to the Committee by the Board.

Specifically:

1. To review and recommend to the Board of Directors:
 - negotiating strategies and parameters for negotiating team during bargaining with employee associations and unions
 - approval of all tentative agreements presented by negotiating team
 - approval of new academic, staff, professional and administrative positions in accordance with the budget
 - new policies and legislative requirements related to employment at the College outside of regular collective bargaining processes
2. To review the College’s benefit costs, trends and usage annually and make recommendations for negotiation strategies related to benefit plans.
3. To review sabbatical leaves, promotion and tenure of faculty to ensure proper procedure and internal approvals have been met.
4. Appoint Board members to Search and Review committees for the President.
5. Appoint Board members to sit on interpretation grievance committees.

Record of Meetings

Minutes of the meetings will be maintained and approved at the next meeting of the Committee. Minutes will reside in the President’s office in hard copy once approved by the Committee.

Quorum:

A majority of Committee members including at least one community member shall constitute a quorum. Formal votes will be taken by the Committee as required but in general terms the Committee will operate on a consensus basis as outlined in the Board’s General Terms of Reference.

Original	Reviewed	Revised	Approved
September 2015	November 2019	May 2021	September 2015