



URSU Board HR Committee Policy

Policy Owner: URSU Board of Directors

Audience: URSU Executive, URSU Management

Approved: Board of Directors (Board of Directors Meeting – September 8, 2020)

Last Reviewed: August 11, 2020

Review Schedule: May 2021

1 - Introduction

This policy applies to all employees of URSU including board members, executive, management and other employees. The URSU Board HR Committee will be responsible for overseeing the Harassment Policy, executing the Standards of Conduct Policy and enforcing the URSU Board HR Committee Policy.

2 - Definitions

URSU- The Students' Union of the University of Regina Inc. URSU is the representative body for all URSU members. This not-for-profit organization offers a multitude of services to the student's of the University of Regina.

3 - Policy

The URSU Board Human Resources Committee shall assist the Board and the GM in fulfilling its governance responsibilities in regards to human resources matters for URSU employees. The Committee may consider, and process other matters delegated to it by the Board, the Executive or Management.

The process in order for any issue to be resolved shall go through the direct supervisor of the employee, the GM, then the HR Committee. The Human Resources Committee requires the GM to notify the committee with any toxic or sensitive matters that may arise. If the issue or complaint cannot be reported to the direct supervisor or the GM, the issue or complaint can be brought to the HR Committee. The Committee may also refer human resources matters relating to the unionized employees to the proper representational body (ex. A union representative)

3.1 - Committee Members

The HR Committee will be comprised of the following;

- a) A maximum of 5 URSU Directors of the Board and;
- b) A maximum of 4 appointed URSU members that are not elected directors or executive members...

3.2- Mandate

The HR Committee will;

- a) Deal with HR related matters involving URSU staff where the General Manager has not been able to bring resolution to a matter;
- b) Deal with any HR matters where the General Manager declares a conflict of interest or is personally involved;
- c) Deal with HR, performance, or disciplinary matters involving any Board or Executive member;
- d) Deal with contraventions of URSU policies by an URSU general member;
- e) Be responsible for interpreting and/or enforcing the terms and conditions of the Executive Employment Agreement;
- f) Perform an annual review of the performance of Chair of the Board;
- g) Review board member involvement, and review behaviour (attendance) on a quarterly basis;
- h) Provide general oversight for HR related policies and processes and ensure URSU is in compliance;
- i) Review and recommend to the Board material policies governing URSU's human resources, and any amendments thereto;
- j) Have a calendar of business, maintained by the chair of the committee for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in this mandate;
- k) Meet at minimum annually and furthermore as need arises. It shall report to the Board on a within a reasonable time following a Committee meeting. All updates to the board must be done in Executive Session.

4 - Consequences for Noncompliance

If any member's actions are found to be non-compliant with the Standards of Conduct and Harassment Policies, the decisions of the HR Committee shall be sent to the Board of Directors as a recommendation. The decision of the Board shall be binding.

4.1 - Consequences

For non-compliance, the HR Committee may use any of the following as disciplinary action. The HR Committee has the discretion to alter the guidelines of each of the following to fit the appropriate situation:

- a) Suspension - removal of duties for a specified period of time.
- b) Apology - a verbal or written apology acknowledging behaviour
- c) Termination - immediate removal from position, or requirement to step down.
 - i) Any issues involving executive positions must follow those guidelines set out in the Constitution for “removal of an executive”
- d) Reasonable discipline that the HR Committee, the Harassment Policy and Procedure and/or CUPE determine appropriate.

5 - Related Information

5.1 [Standards of Conduct Policy](#)

5.2 [Harassment Policy and Procedure](#)

5.3 [University of Regina - Respectful University Policy](#)

5.4 [URSU Constitution](#)

5.5 [Executive Committee and Executive Roles Policy](#)