

BOARD OF GOVERNORS OF ATHABASCA UNIVERSITY

HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

Approved January 6, 2012

Confirmed January 11, 2013

1. The Human Resources Committee will assist the Board of Governors of Athabasca University (the “Board”) in its oversight of significant Human Resources matters pertaining to the University.
2. The Human Resources Committee is responsible to the Board for the review, recommendation and approval of policies affecting staff working conditions at the University and matters for collective bargaining and related service contracts; and negotiated mandates governing the terms and conditions of employment, including salaries and benefits, of all non-executive staff of the University.
3. Without restricting the generality of its role and within its delegated authorities, the Human Resources Committee will:
 - 3.1. appoint on behalf of the Board those persons authorized to represent the Board for purposes of collective bargaining;
 - 3.2. on behalf of the Board approve the collective bargaining mandate in respect to all non-monetary terms and conditions of employment and approve acceptance or rejection of any proposed revisions to the non-monetary terms and conditions of employment;
 - 3.3. on behalf of the Board approve the collective bargaining mandate in respect to all monetary terms and conditions of employment, including salaries and economic benefits, and approve acceptance or rejection of any proposed revisions to the monetary terms and conditions of employment;
 - 3.4. upon the request of the President, consider and approve policies in respect to monetary and non-monetary terms and conditions of employment that affect relations with non-executive staff who do not fall within the scope of the collective agreements to which the Board is a party;
 - 3.5. approve the establishment and disestablishment of staff positions;
 - 3.6. review and approve the University’s Succession Plan for non-executive staff positions;
 - 3.7. be informed of trends in human resource policies within and external to the university sector, to allow decision making under clauses 3.2, 3.3 and 3.4;
 - 3.8. annually review the Terms of Reference for the Committee and recommend any changes to the Board.
4. Where the Chair of the Human Resources Committee deems it necessary, a special meeting of the Committee will be called to deal with urgent matters.

Board Human Resources Committee Terms of Reference

Approved January 6, 2012 – Board Motion #175-6

Confirmed January 11, 2013 – Board Motion #180-7