

Personnel Committee Terms of Reference

The Personnel committee shall:

- a). maintain and update personnel policies and procedures
- b). review salary schedules and staff benefits and recommend any changes to the Board
- c). coordinate the evaluation process for staff
- d). develop and maintain staff job descriptions for Board approval and implement those changes
- e). establish and follow a grievance and appeals procedure
- f). coordinate the recruitment and selection process as necessary and prepare employment letters of offer for acceptance
- g). ensure the centre is compliant with workplace health and safety, Manitoba labour legislation and that other legal obligations are met
- h). maintain committee meeting minutes
- i). make reports to the Board of Directors at each board meeting
- j). prepare an annual written committee report for the AGM