



## PURPOSE

The Board of Governors has delegated to the Employee Relations Committee responsibility for strengthening the employer-employee relationship through measuring employee satisfaction and morale, and for oversight of appointments, terminations, conditions of employment and collective bargaining.

## COMMITTEE OBJECTIVES

Without limiting the general responsibilities as described above, the Employee Relations Committee shall:

1. Advise the Board with regard to policies, principles and strategic plans that support the attraction, engagement and retention of a diverse and inclusive community of outstanding faculty and staff.
2. Other than as addressed through collective bargaining with the UBC Faculty Association, advise the Board of Governors in matters relating to:
  - the conditions of appointment of faculty members, professional librarians and program directors in the Centre for Continuing Education (including salaries and benefits);
  - the criteria and procedures governing appointments and termination of appointments;
  - provisions for collective bargaining with the UBC Faculty Association; and,
  - appointment, reappointment and extensions of appointment for Deans, Vice-Provosts, Associate Vice-Presidents, Librarian and Registrar, and determination of compensation associated with those actions. Determination of compensation for Deans, Associate Vice-Presidents, Librarian and Registrar is delegated to the President.
3. Advise the Board of Governors on matters relating to the conditions of employment and collective bargaining for all other UBC employees.
4. Review and recommend policies that affect the employment and termination of faculty and staff, including appointments to management positions (other than positions equal or senior to Dean).
5. Review (in open session) UBC Board of Governors policies as assigned by the Governance Committee (see appendix).
6. Advise and assist the Board of Governors and the President in advancing employment-related objectives of the University's strategic plan, *Shaping UBC's Next Century*.

## MEMBERSHIP & PROCEDURES

Committee membership is comprised of:

- A minimum of six (6) Governors **a majority of whom who** are external to the University
- the Board Chair, the Chancellor and the President as *ex officio* voting members

Members are appointed by the Board Chair with the assistance of the President, based on qualifications and interest, and to avoid potential conflicts of interest.

Appointments are made, and reviewed, at each instance of changes in Board membership.

The Committee Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The Committee Vice-Chair is selected by the Board Chair, in consultation with the Board Vice-Chair and the Chair of the Governance Committee.

The Committee Vice-Chair assumes the responsibilities of the Committee Chair in the absence of the Committee Chair, and may also be assigned additional tasks at the discretion of the Committee Chair.

The Committee will receive (through the Board Secretariat) additional and reasonable support for the assembly, assessment and reporting of information.

The Committee has the authority to engage independent counsel and other advisors, with prior approval from the Board Chair, subject to reasonable limits on resources available to the Board of Governors for these matters.

## **MEETINGS & QUORUM**

The Employee Relations Committee meets at the call of its Chair.

Attendance by at least 35% of Employee Relations Committee members (including *ex officio* members) is required to establish quorum.

## **ACCOUNTABILITY**

Minutes of Employee Relations Committee meetings are approved at the next Committee meeting or by means of electronic approval and are distributed to Governors and others authorized to attend such closed sessions as soon as practicable. Employee Relations Committee minutes are confidential unless resolved otherwise by the Committee Chair.

A record of all agenda items considered and any resolutions passed during *in camera* meetings of the Employee Relations Committee are approved as soon as practicable by the Committee Chair, are distributed only to those individuals who are authorized to attend such *in camera* sessions, and are confidential.

The Chair of the Employee Relations Committee reports on discussion and any action taken at the next regularly scheduled meeting of the Board of Governors.

**In addition to the above, procedures and practices of the Employee Relations Committee are governed by Policy 93 (Open, Closed and *In Camera* Meetings of the Board of Governors) and associated Committee Meeting Rules and Practices.**

## **DELEGATED AUTHORITY**

The Board of Governors has delegated to the Employee Relations Committee authority to approve the following reports on behalf of the Board of Governors:

- Appointment Information: Appointments & Reappointments - Heads of Academic Units; Appointments & Reappointments - Delegation of Authority (as per Policy #25); Summary of Board Appointments
- Associate Vice-President Evaluation and Compensation Recommendations
- Associate Vice-President Salary Administration Framework and Guidelines
- Collective Bargaining Mandates
- Salary Adjustments | Associate Vice-Presidents

The Board of Governors has delegated to the Employee Relations Committee authority to receive the following reports on behalf of the Board of Governors:

- Grievance / Arbitration / Discipline / Personnel Issues Updates
- Managing Health Promotion & Absenteeism at UBC

Appendix  
Board Policies for Review by Employee Relations Committee

Policy	Name
2	Employment Equity
17	Appointment of Registrar and Librarians (Joint Senate and Board Policy)
18	Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)
20	Advertising of Position Vacancies
21	Appointment of Deans and Principals (Joint Board and Senate Policy)
22	Appointments and Extension of Appointments for Heads of Academic Units
23	Extension of Appointments for Deans and Principals
25	Board of Governors Appointments
26	Acting Administrators in Cases of Absence
42	Faculty Term Appointments Without Review
43	Extension of Appointments for Registrar and Librarians
49	Reduced Workload/Responsibility Appointment — Non- Academic Staff
50	Leave to Take Political Office
54	Study Leave (other than Faculty)
56	Vacations — Non- Union, Management and Professional Staff
62	Leave Due to Illness of Members of Faculty
64	Crossing of Picket Lines
75	Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment
82	Relocation of Faculty Members and Senior Management Staff
86	Extraordinary Expenses - Grant and Contract-Funded Employees
97	Conflict of Interest and Conflict of Commitment