



SUBJECT	Employee Relations Committee Terms of Reference Amendments
SUBMITTED TO	Employee Relations Committee
MEETING DATE	February 6, 2020
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
ACTION REQUESTED	Please indicate requested Board action: No decision requested: for information
SUBMISSION DATE	January 15, 2020
LEAD EXECUTIVE	University Counsel
PRESENTED BY	Hubert Lai, Q.C., University Counsel
SUPPORTED BY	Karen Choi, Legal Counsel Lorena Vlad, Legal Counsel

EXECUTIVE SUMMARY

The Academic Administrators Extension Policy (AP6) is currently assigned to the Executive Committee while the Academic Administrators Appointment Policy (AP12) is assigned to the Employee Relations Committee. The Academic Administrators Appointment Policy addresses appointments of designated senior academic administrators, including Academic Vice-Presidents and Academic Associate Vice-Presidents, and the Academic Administrators Extension Policy addresses extensions of such administrators. The Board Chair and the Chair of the Employee Relations Committee agree that both of these Policies should be assigned to the same Board Committee and should be under the oversight of the Employee Relations Committee. The proposed amendments set out in the Supplemental Materials reflect this change in the Terms of Reference of the Employee Relations Committee.

SUPPLEMENTAL MATERIALS

1. Proposed Amendments to Board of Governors Employee Relations Committee Terms of Reference



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 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 the Board Meetings Policy (GA8) and associated Committee Meeting Rules and Practices.

DELEGATED AUTHORITY

The Board of Governors has delegated to the Employee Relations Committee authority to transact the following business on its behalf:

- Approve the following reports: Appointment Information: Appointments & Reappointments - Heads of Academic Units; Appointments & Reappointments - Delegation of Authority (as per Policy AP3); 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
- Receive for information the following reports: Grievance / Arbitration / Discipline / Personnel Issues Updates
- Managing Health Promotion & Absenteeism at UBC

Appendix
Board Policies for Review by Employee Relations Committee

Policy	Name
HR10	Employment Equity
AP11	Appointment of Registrar and Librarians (Joint Senate and Board Policy)
AP12	Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)
AP6	Extension of Appointments for Designated Senior Academic Administrators
HR11	Advertising of Available Employment Positions
AP5	Appointment of Deans and Principals (Joint Board and Senate Policy)
AP9	Appointments and Extension of Appointments for Heads of Academic Units
AP8	Extension of Appointments for Deans
AP3	Board of Governors Appointments
AP2	Designation of Acting Administrative Heads of Unit
AP4	Faculty Term Appointments Without Review
AP13	Extension of Appointments for Registrar and Librarians
HR9	Pre-Retirement Reduced Appointment Agreements for Staff
HR2	Leave to Take Political Office
HR8	Study Leave (other than Faculty)
HR5	Vacations — Non- Union, Management and Professional Staff
HR4	Leave Due to Illness of Members of Faculty
HR7	Non-Performance of Work during a Legal Strike
AP7	Appointment of Graduate Students to Teach a Course Requiring a Board of Governors Appointment
HR6	Relocation of Faculty Members and Senior Management Staff
FM7	Extraordinary Expenses - Grant and Contract-Funded Employees
SC3	Conflict of Interest and Conflict of Commitment