

THE HUMAN RESOURCES POLICY SUBCOMMITTEE OF PAFSO EXECUTIVE COMMITTEE

TERMS OF REFERENCE

1. Purpose and Role of the Human Resources Subcommittee

Pursuant to article 6(g) of PAFSO Constitution, PAFSO operates a Human Resources (HR) Subcommittee of the Executive Committee (hereafter Human Resources Subcommittee, HR Subcommittee or Subcommittee) for the purpose of advancing the interests of the FS community with respect to HR matters vis-à-vis the employer and the departments where PAFSO members work. The activities of the Subcommittee are distinct from the day-to-day labour relations activities performed by the PAFSO Office with respect to specific member cases.

The Human Resources Subcommittee reviews all general HR matters, makes proposals to the Executive Committee, and makes decisions pursuant to these Terms of Reference.

For the purposes of these Terms of Reference, general HR matters include assignments, promotions, classification, compensation, values and ethics, professional development, performance measurement, and other matters as may be determined by the PAFSO Executive Committee.

2. Composition of the Subcommittee

Members of the subcommittee shall be the President and the Vice President of Human Resources. The Executive Director shall designate one or more office staff as members of the HR Subcommittee. The President may designate additional members of the Executive Committee as members of the Human Resources Subcommittee.

The Vice President of Human Resources shall chair the Subcommittee.

3. Activities of the Subcommittee

The Subcommittee shall undertake the following activities on a recurring basis:

- Identifying, evaluating and periodically updating, through appropriate consultation, PAFSO's needs, priorities, plans, and initiatives with respect to HR matters;
- In consultation with PAFSO labour relations advisors, engage with departments on HR matters that do not conflict with matters being discussed in collective bargaining and that do not infringe on matters under the mandate of other overarching committees, such as the National Joint Council, as appropriate.
- Engage with the members on HR matters in cooperation with the Communications Subcommittee.
- Providing support to other PAFSO subcommittees, working groups, and the President;
- Consulting with relevant subcommittees and PAFSO officials;
- Ensuring that each member of the Subcommittee is informed on HR matters affecting PAFSO;
- Providing periodic reports and updates to the Executive Committee on HR matters;
- Identifying and communicating to the Executive Committee the annual budgetary

- requirements related to the activities of the Subcommittee;
- Developing and proposing policies and changes thereto in relation to the Subcommittee for approval of the Executive Committee;
- Developing any other proposals consistent with the paragraph 1 of these Terms of Reference for the approval of the Executive Committee.

4. Authority of the Subcommittee

Following the appropriate consultation and with the approval of the Vice President of Human Resources, subcommittee members may engage with departmental officials and members on HR matters that are outside of the scope of collective bargaining or matters under the mandate of overreaching committees, such as the National Joint Council. The President may act as an alternate approver.

Executive Committee members engaging in internal or external communication in an individual capacity on issues related to PAFSO should clearly specify that the content is their personal opinion and does not necessarily reflect the official position of PAFSO.

5. Amendment, Modification and Variance

These Terms of Reference may be amended, modified or varied in writing by a decision of the Executive Committee of PAFSO.