



## Human Resources Committee

August 2017 Report

HR Chair: Wendy Guo

### ***Current goals:***

Interviewing and hiring the AMS Ombudsperson;

Aiding the transition process of the interim VP AUA; and

Following the progress of the Elections Committee for the September 2017 by-election.

### ***Work completed:***

Leslie Tulett was appointed as the Vice-Chair of HR Committee for the 2017 summer term;

Recommended to Council the appointment of Mohammed Shaaban as the next Chair of Council, successor to Abdul Alnaar. He has been appointed by Council and transitioned into his position;

Directed Council to:

i. Suspend Code Section 6, Article 1(4), requiring executives to work no less than 40 hours a week on average so that the interim VP AUA works no less than 20 hours a week until August 11th, 2017, and no less than 30 hours a week from August 14th, 2017 until the by-election of a new VP AUA,

ii. Approve the increase in hours for the AVP AUA to 30 hours a week from July 31st, 2017 to August 11th, 2017,

iii. Temporarily change the direct report of the Indigenous Students Commissioner and the Campaigns and Outreach Commissioner to the AVP AUA from the VP AUA, effective July 31, 2017 until the conclusion of the September 2017 by-election;

Interviewed and hired the AMS Elections Committee consisting of:

Elections Administrator - Filza Raza

Chief Returning Officer - Rachel Ho

Online Communications Officer - Michael Kosgei; and

Approval of the following job descriptions and relevant changes in hours, wages, and responsibilities:

1. Executive Projects Assistant, Communications and Student Life
2. Executive Projects Assistant, Student Life Initiatives
3. AMS Ombudsperson
4. Special Initiatives Assistant
5. Sustainability Funds Administrator

***Upcoming Motions:***

“BIRT standing committee chair salaries be set to Tier 1, effective starting after September 2017 committee chair appointments.

BIFRT that all non-executive ad-hoc committee chairs receive Tier 1 compensation at 3 hours per week, effective starting after September 2017 committee chair appointments.”

“BIRT the EA hiring process be approved as presented, and to appoint Filza Raza as the next EA starting August 16, 2017, until the end of the September 2017 by-election.

BIFRT Michael Kosgei be appointed as Online Communications Officer from August 22, 2017 to September 29, 2017 at Tier 1.”

“BIRT changes in tier and pay rate occur as the following:

Tier 1 - from \$11.25 to \$11.49

Tier 2 - from \$12.17 to \$12.43

Tier 3 - from \$13.16 to \$13.44,

effective September 9th, 2017.”

“BIRT there be an increase in hours for the AVP AUA to 30 hours a week for the period from August 14th, 2017 to September 29th, 2017.”

***Future Goals:***

Approve AMS job descriptions for various new positions created by the Society;

Assist the Human Resources Senior Manager with hiring for various positions and maintaining employment standards;

Hire the Elections Committee starting November 2017; and

Recommend to Council any issues relevant to the transitioning of the VP AUA.