Human Resources Committee: Report To Council
February 2, 2021; Drafted by: Romina Hajizadeh

Summary

Eg. Since last Council meeting, the Human Resources Committee has:

- discussed Job Descriptions for the Strategy & Governance Lead and the Referendum Coordinator, and sent the former to Council for approval;
- discussed recommendations for hire for the Ombudsperson and Deputy Ombudsperson roles, and sent the accommodating motion to Council for approval;
- discussed additionally compensating the Elections Committee for the additional work carried out throughout December due to the Chief Electoral Officer vacancy, and sent a recommendation to council for approval.
- Discussed hourly wage increases for Student Government staff with the Managing Director and sent a motion to Council for approval
- discussed more effective ways of handling retroactive pay (being more proactive with employee working hours) and agreed to conduct further review.

Activities of the Committee

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Summary of Topics Discussed</th>
<th>Action</th>
</tr>
</thead>
</table>
| January 5th, 2022  | - updated job descriptions for the Strategy & Governance Lead and the Referendum Coordinator. As the Strategy & Governance Lead position is currently full, that JD required Council approval for updates (mainly a pay increase).  
- Ombudsperson and Deputy Ombudsperson recommendations to Council | - Sent in the updated Strategy & Governance Lead JD to Council for approval; submitted the Referendum Coordinator JD to the Human Resources Dept for posting.  
- Brought a motion to Council “BE IT RESOLVED THAT AMS Council appoint Oluwafunto Odukoya and Alec Lee to fill the Ombudsperson and Deputy Ombudsperson positions, effective January 12, 2022, until April 30, 2022.” |
Works in Progress

Now that we’ve gotten a lot of these outstanding tasks completed, the HR Committee can finally focus on some of our larger goals for the year. I’m hoping we can begin working on reviewing Executive salaries and seeing if increases in pay can be made there, especially after increasing Student Government wages. Further, we still have to do some transition report reviewing (especially before terms end so we can help create a more streamlined transition process!).

Works Completed

The HR Committee completed a lot of outstanding work that needed to be done, mainly the hiring of the Deputy Ombudsperson and Ombudsperson roles (so happy we could complete this, thank you to our previous Ombudsperson for her support with this!). Further, we approved various wage increases, one for Student Government employees across the board, and some for individual employees, like the Elections Committee who took on additional tasks at the end of 2021. Great job HR COMM!