

**Human Resources/Labor Relations Committee**  
Duties and Responsibilities

Committee established: 1975

Last revised: 11/21/2008; 8/23/2010; 5/23/2011

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The Human Resources and Labor Relations Committee shall be responsible for monitoring, evaluating, and making decisions with respect to policies and strategic matters related to the University of Maine System's (System) human resources, personnel issues, and collective bargaining agreements.

Committee Authority

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Bylaws – Section 3

Board of Trustee Policy Manual

Section 200 – Governance & Legal Affairs (evaluations & appointment of Chancellor and Presidents)

Section 400 – Human Resources

The primary duties and responsibilities of the Committee shall be to:

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1. Have oversight of and recommend for approval of the framework governing the System's human resource policies.
2. Review and recommend for approval the System policies for non-represented employees and policies for human resources areas not subject to collective bargaining.
3. Periodically assess the framework governing employee benefit plans.
4. Review and recommend for approval the strategies and goals for the negotiation of collective bargaining agreements.
5. Recommend for approval the appointments of the Presidents and appointments to positions at or above the level of Dean or equivalent. (*See: Information Provided to the Board of Trustees Regarding Appointments for Trustee Approval*)
6. Review and recommend for approval collective bargaining agreements.
7. Review and recommend for approval general wage and salary adjustments for non-represented employee groups.
8. Review and advise the Chancellor or Board Chair regarding sensitive, complex personnel issues.
9. The Chair of the committee serves as a member of the Chancellor Review Group in accordance with Board policy 203.1.

10. The Chair of the committee conducts the annual evaluation of the Board Chair.

### Membership of the Committee

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The Human Resources and Labor Relations Committee shall be made up of at least three voting members of the Board of Trustees. The Chair and Vice-Chair of the Board and the Chancellor shall be ex-officio members, but the Chancellor shall have no vote. The Human Resources and Labor Relations Committee can only include persons who are members of the Board.

### Meetings

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The meetings of the Committee ordinarily shall be called by the Committee Chair, but may be called by the Chair of the Board or a majority of the Committee.

### Staff to the Committee

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The Human Resources and Labor Relations Committee shall be staffed by the Chief Human Resources and Organization Development Officer.

Also see “Information Provided to the Board of Trustees Regarding Appointments for Trustee Approval”.

**Human Resources and Labor Relations Committee****INFORMATION PROVIDED TO THE BOARD OF TRUSTEES  
REGARDING APPOINTMENTS FOR TRUSTEE APPROVAL**

The following information is to be provided to the Trustees for all appointments for Trustee approval. The Trustees receive this information prior to the Board Meeting the appointment is submitted for Board action.

1. Is this a new or vacant position?
2. What is the requested salary for the position?
3. What is the dollar cost for benefits for this position?
4. Does the position require any “new dollars” and how much?
5. If the position is not a new position what was the previous holder’s salary?
6. Are there any differences to our current standard benefit programs (i.e.: vacation policy, etc.)?
7. Are there any other special benefits (i.e.: housing, time-off, etc.)?