

University of Maine System
Board of Trustees

Human Resources/Labor Relations Committee
Duties and Responsibilities

Committee established: 1975

Last revised: 11/21/2008; 8/23/2010; 5/23/2011; 9/23/2013; 8/29/2014; 8/30/2016

Approved by the Board of Trustees: 5/23/2011; 9/23/2013, 9/21/2014, 9/19/2016, 08/26/2019

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

Bylaws – Section 3

Board of Trustee Policy Manual

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

Section 400 – Human Resources

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

1. Have oversight of and recommend for approval 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 appointment of the Presidents.
6. Review and recommend for approval collective bargaining agreements.
7. Review and recommend for approval general wage and salary adjustment 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

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

The meeting 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

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