



BRANDON SCHOOL DIVISION

Personnel Committee Minutes

Thursday, March 9, 2017 – 11:15 a.m.
Boardroom, Administration Office

Present: S. Bambridge, J. Murray, L. Ross
D. Labossiere, B. Switzer

1. CALL TO ORDER.

The Personnel Committee Meeting was called to order at 11:15 a.m.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of February 9, 2017 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

5. OTHER COMMITTEE GOVERNANCE MATTERS

A. Advertising Methods Used for Staff Recruitment

The Committee discussed the methods used for advertising and associated costs for job postings. Out of province advertising costs was also discussed. The Committee asked questions on the effectiveness of the different advertising methods. The Committee agreed to incorporate survey questions into job application forms asking how the applicants heard about the job posting. New hires for 2017-2018 will be asked to complete the survey on application forms. A survey of grade 12 students will also occur asking them where they would search for a job.

B. Personnel Matter – In-Camera Discussion

Ms. Switzer provided information and background to the Committee regarding a Personnel Matter. The Committee provided direction on how to proceed.

C. Job Evaluation Update

Ms. Switzer reviewed her memo to the Committee, including the Objective identified in the Request for Information (RFI), the 2 submissions received, and the 3 phases of consultation. As per the RFI, Brandon School Division is seeking to gather information regarding a job evaluation system that may be utilized to move the current system to a more cohesive one. Consultants provided a written Statement of Qualifications outlining their ability to provide consultation on comprehensive job evaluation designs, classification and compensation models for both a unionized and non-unionized workforce.

Ms. Switzer noted the following phases of the Job Evaluation Review:

- Phase 1: Needs Analysis
- Phase 2: Functional/Technical Requirements
- Phase 3: Vendor/Solution Qualifications, Evaluations, Comparisons and Selection

Ms. Switzer noted that the intent is to complete Phase 1 and Phase 2 by the end of June, and have Phase 3 completed in fall 2017.

Recommendation:

That the proposal from Curt Penner – HR Systems Consulting in the amount of \$57,000 (plus applicable taxes and travel expenses) for job evaluation consultancy services be accepted.

D. Sub Committee Reports

- Job Evaluation Review – NIL
- Support Personnel Labour/Management Committee - NIL

6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA Collective Bargaining Update:
 - February 24, 2017
- MSBA – CPI, Unemployment Rate, Regional Trends update.
- MSBA Salary Bulletins regarding:
 - Interlake Association of Non-Teaching Employees (Clerical/Librarians/Educational Assistants)
 - Interlake (Bus Drivers)
 - Pembina Trails CUPE 5121 (Board Office and IT Staff)
 - Sunrise CUPE 1618 (Bus Drivers-Mechanics)
 - Sunrise CUPE 1618 (EAs-Work Counsellors)
 - Turtle River CUPE 1897 (All Support Staff)

7. NEXT REGULAR MEETING: Thursday, April 13, 2017, 11:00 a.m., Boardroom

The meeting adjourned at 12:25 p.m.

Respectfully submitted,

L. Ross (chair)

J. Murray

S. Bambridge

P. Bartlette (Alternate)