

## **CHARTER OF THE HUMAN RESOURCES/NEGOTIATIONS COMMITTEE (HRNC)**

This charter constitutes a statement of the HRNC's structure and responsibilities. The HRNC is one of the standing committees of the Board of Education (Board). It provides guidance for the HRNC's interaction with the Board, District management and others.

### **ORGANIZATION**

The HRNC shall be comprised of four Board members. The Director of Human Resources or designee(s) shall be designated the District representative to HRNC. The Superintendent shall serve as ex-officio member of the HRNC.

### **PURPOSE**

Working in partnership with the District, the HRNC shall assist the Board with its oversight of:

- Broad District Human Resource policies and objectives for hiring, developing, evaluating and retaining staff, including teachers
- Assure that District personnel objectives and salary guidelines and parameters are communicated and reviewed with the other Board committees, i.e., Negotiations, OFF, ACI, EAC, Policy and the Board
- Negotiating collective bargaining agreements with the Association of Principals and Supervisors of Montgomery Township, Montgomery Township Education Association and Communication Workers of America
- Timely administration of Superintendent's goal-setting, evaluation and compensation (after considering input from Board members)
- Review of Superintendent's suggested annual compensation adjustments for non-represented personnel

### **RESPONSIBILITIES**

- Lead, on behalf of the Board, the annual goal-setting and evaluation of the Superintendent
- Participation on the Sick Bank Committee
- Review recommendations for employment
- Review with the Superintendent recommendations for:
  - Leave of Absence
  - Termination of duties before the end of the school year
  - Substitute staff employment
  - Staff Suspensions
  - Increment Withholding
- Assure that Human Resource goals are consistent with Board/District goals
- Negotiate the Collective Bargaining Agreements and communicate progress to the Board during the process

- Review with appropriate District personnel and outside counsel, litigation arising from Human Resources matters
- Obtain the Board's approval of this charter and annually reassess the charter with the Board

### **MEETINGS**

The HRNC meets monthly (at least 6 times per year) prior to the regularly scheduled monthly Board of Education "Business Meeting." The HRNC may hold meetings at such other times, as it deems appropriate, to fulfill its responsibilities.

The HRNC shall report regularly with respect of its activities and make recommendations to the Board for its consideration.