



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	STAFF BENEFITS COMMITTEE
Parent Policy:	Staff Benefits Committee
Effective Date:	June 21, 2011
Revised Date:	
Review Date:	June 21, 2021
Approving Body:	Administration: President
Authority:	Policy: Staff Benefits Committee
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	All Employees

Part I Reason for Procedure

To set out Procedures secondary to Policy: Staff Benefits Committee, in conjunction with

- a) the composition of the Staff Benefits Committee;
- b) the procedures for appointing/electing members to the Staff Benefits Committee; and
- c) the operations of the Committee

Part II Procedures

2.1 Composition of the Staff Benefits Committee

2.1.1 The Committee shall be comprised as follows:

- a) Board approved administrative appointments - 2 representatives with human resource or financial administrative responsibilities and 2 representatives with academic administrator responsibilities;
- b) U.M.F.A. - 5 representatives appointed by U.M.F.A.;
- c) U.M.D.C.S.A. - 1 representative appointed by U.M.D.C.S.A.;
- d) Excluded Academic Staff - 1 representative elected from the academic staff excluded from academic staff bargaining units;
- e) AESES - 5 members appointed by AESES;
- f) C.A.W. - 2 members appointed by CAW Local 3007;
- g) C.U.P.E. (1482) - 1 member appointed by C.U.P.E. (1482);
- h) C.U.P.E. (3909) - 1 member appointed by C.U.P.E. (3909) representing both Units 1 & 2;
- i) Excluded Support Staff - 1 representative elected from the support staff excluded from support staff bargaining units; and
- j) University of Manitoba Retirees Association - 1 member appointed by the University of Manitoba Retiree Association.

2.1.2 There shall be Ex officio members as follows:

- a) One person as a representative for Geographic Full-Time (GFT) academics.
- b) observers for any of the above named representatives may also attend the Staff Benefits Committee meetings.
- c) A representative of the Staff Benefits Office shall act as the Secretary of the Staff Benefits Committee.

2.1.3 Appointment of Representatives

Where members of the Staff Benefits Committee are appointed by an appointing body, the appointment shall be for a term determined by the appointing body. The appointing bodies may also designate alternates to serve and vote in place of appointed members of the Committee who are absent. The appointing body must provide notice of the appointment of alternates and it must be received by the Staff Benefits Office prior to any meeting of the Staff Benefits Committee.

2.1.4 Election of Representatives

Representatives of the academic and support staff excluded from bargaining units shall be elected through a process supervised by Human Resources. Employees

may be nominated only by members of the electing group and only members of the electing group may vote in such an election. Each representative shall be elected for a three year term.

2.1.5 Replacing Representatives

It shall be the responsibility of the Secretary of the Staff Benefits Committee to advise the appointing body or Human Resources of the need to fill a vacancy on the Committee. In the event of the need to elect a representative in accordance with 2.1.4, Human Resources shall fill the vacancy as soon as possible. While a vacancy is being filled, the remaining members of the Staff Benefits Committee shall continue to carry out the duties and obligations of the Committee.

2.1.6 Criteria for Appointment/Election

In keeping with good governance practices, the appointing/electing bodies are encouraged to consider a member's knowledge, skill or interest in staff benefits or related areas when making an appointment or voting in an election.

2.2 **Orientation**

Newly appointed/elected members to the Staff Benefits Committee will be briefed on the committee's ongoing work to maintain efficiency and enable the member in his/her decision making. Such an orientation shall be the responsibility of the Staff Benefits Office.

2.3 **Chairperson of the Staff Benefits Committee**

The members of the Staff Benefits Committee, except Ex officio members, shall elect the Chairperson of the Committee. The Chairperson shall be elected for a three (3) year term commencing July 1st.

2.3.1 The duties of the Chair are as follows:

- a) to chair meetings of the Staff Benefits Committee and to ensure that the business of the Committee is carried out efficiently;
- b) review the minutes of the previous meeting prior to their distribution to members of the Committee; and
- c) assist the Secretary in the preparation of the agenda for the meetings.

2.4 **Vice-Chairperson of the Staff Benefits Committee**

The members of the Staff Benefits Committee, except Ex officio members, shall elect a Vice-Chairperson of the Committee. The Vice-Chairperson shall be elected for a three (3) year term commencing July 1st . The Vice-Chairperson shall act as Chair of the Committee in the absence of the Chair.

2.5 Secretary of the Staff Benefits Committee

The Director of Staff Benefits shall serve as Secretary to the Staff Benefits Committee. The duties of the Secretary are as follows:

- a) to prepare the agenda for the meetings; and plan the collection of required material for consideration by the Committee;
- b) liaise with the Chair and relevant stakeholders in the preparation of material;
- c) prepare follow-up correspondence indicating the recommendations of the Staff Benefits Committee to the Vice-President (Administration) for consideration by the Board of Governors;
- d) gather, analyze and present data and prepare submissions for consideration by the Committee;
- e) receive communications on behalf of the Committee and distribute such communications to Committee members;
- f) provide administrative support regarding meeting locations and facilities;
- g) liaise with relevant stakeholders; insurance carriers, consulting firms and executive officers;
- h) notify the appropriate bodies when a vacancy needs to be filled on the Committee;
- i) arrange for the orientation of new Committee members; and
- j) provide information to the Committee on the operations of the Staff Benefits Office and the benefit plans.

2.6 Interim Chair

As is necessary the Staff Benefits Committee may elect an interim Chair for limited periods of time to fulfill the role of Chair.

2.7 Voting Rights

Each member of the Staff Benefits Committee, except Ex officio members shall have the right to vote on motions of the committee.

2.8 Meetings

2.8.1 The Staff Benefits Committee shall meet at the call of the Secretary. Meetings may also be called at the request of the Chairperson or at the written request of at least two (2) members of the Committee.

2.8.2 All meetings of the Staff Benefits Committee shall be open to the members of the University of Manitoba community. An "open" meeting means that members of the University of Manitoba community may attend as non-participating observers subject to the limitations of space and orderly conduct.

2.8.3 The quorum shall be twelve (12) voting members.

2.8.4 The recommendations of the Committee shall be based on the majority of the members of the Committee present at any meeting thereof.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is June 21, 2021.
- 4.2 In the interim, this Procedure may be revised or rescinded if:
 - (a) the President or the Vice-President (Administration) deems necessary; or
 - (b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 These Procedures supersede the following:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
 - (c) Procedure: Staff Benefits Committee (dated March 22, 2006)

Part VI
Cross References

Cross referenced to:

Policy: Staff Benefits Committee