

PERSONNEL COMMITTEE
Committee of the Legislature

TERMS OF REFERENCE

Approved by Resolution of the Legislature Number 2023.05.01-03

MANDATE

The mandate of the personnel committee includes the following:

1. to make recommendations to the Legislature on any law regarding personnel matters and recommendations to the Executive on other personnel matters;
2. to assist the director of operations in fulfilling the Yuułuꞑiꞑath Government’s obligations relating to human resources and compensation matters for personnel and consultants of the Yuułuꞑiꞑath Government and establishing a plan of continuity and development for personnel and consultants of the Yuułuꞑiꞑath Government; and
3. to provide a focus on governance to enhance the performance of the Yuułuꞑiꞑath Government, including developing, reviewing and recommending amendments, where appropriate, to the Government Personnel Act, YFNS 5/2011, and the policies of Yuułuꞑiꞑath Government departments regarding personnel matters.

COMPOSITION

The personnel committee is composed of

1. the director of operations,
2. the chief financial officer,
3. the senior advisor or, if there is no senior advisor, a senior Yuułuꞑiꞑath Government manager identified by the director of operations, and
4. one member of the Legislature.

DUTIES AND POWERS

The duties and powers of the personnel committee include the following:

- (a) review and recommend to the Legislature any revisions to the Government Personnel Act, YFNS 5/2011 that may be required or considered advisable;
- (b) upon request, advise the director of operations on personnel matters;
- (c) review and recommend to the Executive
 - i. the Yuułuꞑiꞑath Government’s compensation philosophy, strategy, and guidelines, and
 - ii. the appointment of and compensation, including incentive, bonus, benefit and

- retirement plans, if any, for the director of operations;
- (d) review and recommend to the director of operations the appointment of and compensation, including incentive, bonus, benefit and retirement plans, if any, for senior managers of the Yuułu?i?ath Government;
 - (e) annually review the human resources needs of the Yuułu?i?ath Government and develop, and amend as may be necessary or desirable from time to time, a human resources succession plan to ensure the human resources requirements of the Yuułu?i?ath Government are met for the next five years;
 - (f) review major changes in the administrative structure of the Yuułu?i?ath Government; and
 - (g) any other duties assigned or delegated to the personnel committee by the Legislature or the Executive under any Yuułu?i?ath enactment.

FREQUENCY OF MEETINGS

The personnel committee must meet at least two times each year.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Committee members must:

1. sign an oath of confidentiality;
2. act in accordance with Chapter 6 of the Yuułu?i?ath Constitution and Code of Conduct and Conflict of Interest Act, YFNS 4/2011; and
3. make best efforts to attend and actively participate in committee meetings.

REMUNERATION

Committee members will be remunerated in accordance with standard rates as determined by the director of operations and in accordance with approved budgets.

Travel expenses must receive prior approval from the director of operations or the chief financial officer and will be paid in accordance with Yuułu?i?ath Government policy.