

## **Process/Protocol for Student Access to Human Resources Committee**

### **Background:**

Students have identified that they are not connected with the Human Resources Committee and that it would be helpful to have a process for students to express concern or care about staff should that need arise.

A process will be included in the Student Handbook along with the terms of reference for the Human Resources Committee and the names and current contact information of HRC members who may be contacted.

**This process does not apply to situations covered by the Appeals Policy or the Harassment Policy.**

### **Process/protocol to be followed:**

- student needs to talk with the staff person first to identify and share the concern
- option to bring another student into the conversation with the staff person
- if not satisfied with the outcome of the conversation, the student may contact one of the two designated members of the Human Resources Committee (who will be named annually)
- this Human Resources Committee member will talk with student to develop a plan to address the issue
- the Human Resources Committee member will monitor the situation and take appropriate action as necessary

HR Contact person is Peg White  
Home: 204-896-5129  
peg1938@hotmail.com