



3.4.4. Board Role in HQ Human Resources Administration

Purpose: This policy provides the protocol for handling grievances

Policy:

The **Governance Committee** shall ensure that the Materials Research Society Employee Handbook is periodically reviewed (typically every 5 years) and updated.

The **Board's** role in compensation management for HQ staff is governed by the Policy on Headquarters Compensation and the Executive Director Performance and Compensation Policy.

Members of the Board of Directors also serve the following roles relative to MRS Headquarters Human Resources administration:

- The **Chair of the Operational and Strategic Oversight** Committee is a designated point of contact for the MRS Whistleblower Policy. Resolution of these items will be handled in accordance with the MRS Whistleblower Policy.
- The **Immediate Past President** shall be the point of contact for all MRS employees for any human resources grievances related to the MRS Executive Director not covered by the MRS Whistleblower Policy. The Immediate Past President shall be responsible for determining the route to reconcile issues that are brought to his/her attention and for appropriate and direct communication with the MRS Executive Director.

Deliverables: N/A; Review policy every 3 years or as needed

Who: Secretary/GovCom

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: GovCom

Policy first adopted: 11/17/10 – Executive Session

Last modified:

Last reviewed: July 2014 (Sec/ED/EA)

Enacting Legislation: ES:B2010:8

Policy created by: GovCom

Party responsible for this policy: GovCom