A=Authorize; A/D (Authorize or Delegate)			ر (٥			_⊕			<sub>is</sub> ot	
C=Authorize for CEO only	Reference	6).	, o CC	VP Academics	<b>JP</b> finance	rshipstion	16	005 Marager	In scope superisor	commentates
R=Recommend	Reference	Board	sident	Acat	AP FIRE	garthe innove	Chair	SME	gest	Change MO.
D=Delegate			President & CEO	7,	`	JR Partnerships tion		00	IN'SCE	o o
A. Board Approval										
1 Governance Policies		А	R							
2 Strategic Plan	Charter	А	R							
3 Business Plan	Charter	А	R							
4 Annual Staffing Plan	Charter	А	R							
5 Annual Operating Budget	Charter	А	R							
6 Annual Capital Plan	Charter	А	R							
7 Annual Report	Charter	А	R							
8 Recruitment, selection, and negotiation of employment contract of the CEO	Charter	А								
9 Performance Management and Evaluation of the CEO	Charter	Α								
10 Approval of Expense Claims of the CEO		А								
11 Ratification of Collective Bargaining Agreements	Charter	А	R					R		HR Director Recommend
12 Compensation Pay Grids for Out-of-Scope Positions		А	R					R		HR Director Recommend
13 Response to Management Letter from Auditor		А	R		R					
14 Fundraising Initiatives: major capital campaigns exceeding \$500,000		А	R							
Unbudgeted/Unplanned/Revised capital projects and operating expenditures exceeding available budget		А	R							
16 Capital or Operating Lease Multiple Years (outside of annual budget)		А	R							
Real property purchases and disposals including financing and internally restricted net assets (in accordance with the Regional Colleges Act)		А	R							
18 Investments										
Under \$100,000			А		R					
Over \$100,000		А	R		R					
B. CEO Operational Approval										
1 Operational Policies			А	R	R	R	R	R		Reviewed and recommended by Leadership Council
2 Write offs - Over \$50,000		А	R							
3 Write offs – Up to \$50,000					А					
4 Requisitions for payments to board members		А	A/D							
5 Start or Cancel Academic Programs			А	R			R	R	R	Reviewed and recommended by Academic Planning Council
C. Human Resource Management: Recruitment, Selection, & Position Descriptions										
1 Budgeted Senior Executive out of scope positions			A	R	R	R	R	R		
2 Budgeted in-scope and out of scope positions			A/D	А	Α	А	R	R	R	
3 Unbudgeted employment contract term positions				А	Α	A	R	R		
Position descriptions and classifications for in-scope positions (in accordance with the CBA )							R	A/R	R	Approved by HR Manager
5 Position descriptions for out-of-scope management positions			А	R	R	R	R	A/R		Approved by HR Manager
6 Job evaluation placement for out-of-scope management positions			А					R		Recommended by HR Director/HR Manager
7 Interview expenses								Α		Approved by HR Manager
8 Relocation expenses			А					R		Recommended by HR Manager
9 Abolishment of out of scope management positions (vacant or occupied)			Α	R	R	R		R		Recommended by HR Director/ HR Manager

International Content of the Content of Cont	A=Authorize; A/D (Authorize or Delegate)	Reference	ه.	, BCEO	enics ance		.9	, ,	maget	.perisor	, at s
No.	C=Authorize for CEO only						rehipstion				
No.	R=Recommend		₽ <sub>Ogr</sub>	sident	2 Acat	AP FIRE	Cartne innove	Chia	OSMIS	In-scope St.	COMME MOL.
No.	D=Delegate			6/62	74	1	78 F.		00		
1.	9 Abolishment of in-scope positions (in accordance with the CBA)	CBA #11		А	R	R					
12   Separation   CAR # 31   Margin   CAR #	10 Recruitment: Selection of inscope candidate							Α	Α	A/R	Inscope supervisors authorize the selection of new candidates
	11 Recruitment: Selection of out of scope candidate				Α	Α	А	R	R		
1 Productionary Performance Reviews (mile point and plant for incode positions) and containing ammagned performance reviews (classed Productional Standards Science Standards Productional Standards Science Standards (Productional Standards Science Science Science Standards Science Scie	12 Lay-off Inscope positions	CBA # 11		А	Α	А	Α	R	R		
Controlling semal performance evaluations including Instructional Standards   Control Report   Control Petablation in Except Petablatic Petablation in Except Petablation in Petablation in Except Petablation in Except Petablation in Except Petablation in Petablation in Except Petablation in Petablation in Except Petablation in Petablatio	D. Human Resources Management: Supervisory Authority										
Probationary Performance Reviews (Terminate, Fail/Revert) Out of Scope   CAN # 8		CBA#8						А	А	R	
Presidence Per vertical Reviews (1 emminus), #Ill Reputs for Control Scope management	2 Probationary Performance Reviews (Extend Probation for inscope position)	CBA # 8			R	R	R	R	A/R	R	HR Manager Approves
Severance Pay: out-of-scope management	3 Probationary Performance Reviews (Terminate, Fail/Revert) Inscope	CBA # 8			R	R	R	R	A/R	R	HR Manager Approves
Severance Pay: In-scope	4 Probationary Performance Reviews (Terminate, Fail/Revert) Out of Scope			Α	R	R	R				
Tomorary Assignment of Higher Duties (TAHD: in accordance with the CBA for in- scope positions)   CBA #7.6	5 Severance Pay: out-of-scope management			Α		R		R	A/R		HR Director Approves
Scope positions    CBA #7.6     A   R   R   A   R   R   R   Manager Approves	6 Severance Pay: in-scope	CBA #7.9						R	A/R		HR Manager Approves
5   10   10   10   10   10   10   10		CBA #7.6						R	А	R	HR Manager Approves
10   Requests for Professional Development (in Scope)	8 Temporary Assignment of Higher Duties (TAHD: for out of scope positions)	CBA #7.6		Α	R		R	R	A/R		HR Manager Approves
11   Requests for Professional Development (out-of-scope management)	9 Job Share Approval (in accordance with the CBA for in-scope positions)							Α	Α	R	HR Manager Approves
Education Leave   CBA#17.13   A A A A A A A A A A A A A A A A A A	10 Requests for Professional Development (In-Scope)				Α	Α	А	Α	Α	R	
13   Leave with pay (i.e. vacation, earned time off)	11 Requests for Professional Development (out-of-scope management)			Α	Α	Α	А	R	R		
Regular Hours pay  CBA #13  CBA #17.1.1  CBA 17.1.1  CBA 17.1.1  CBA 17.1.2  C	12 Education Leave	CBA#17.1.3		Α	Α	Α	Α	R	A/R	R	HR Manager Approves
14   Leave without pay	13 Leave with pay (i.e. vacation, earned time off)	CBA #13		Α	Α	Α	Α	A/R	A/R	Α	
Pressing Necessity Leave - Use of Sick days  CBA 17.1.2  CBA 17.1.	14 Leave without pay	CBA #13						R	R		HR Manager Approves
To Union Leave CBA 17.1.2 CBA 9.2.1	15 Pressing Necessity/Bereavement Leave	CBA 17.1.1		А	А	А	А	А	А	Α	
E. Human Resources Management: Salary Administration and Allowances  E. Human Resources Management: Salary Administration and Allowances  CBA #9.1 A A A A A A A A A A A A A A A A A A A	16 Pressing Necessity Leave - Use of Sick days	CBA 17							Α		HR Manager Approves
Carry over of banked time of 5 days or Vacation Carry over of more than 10 days (exceptional circumstances only)  Earned Days Off or Carry over of vacation (payouts)  A A A A A A A A A A A A A A A A A A A	17 Union Leave	CBA 17.1.2							Α		HR Manager Approves
Secretional circumstances only   CBA 9.2.1   A   B   B   B   B   B   B   B   B   B	18 Earned days off and Vacation (Scheduled and Taken)	CBA 9.2.1						Α	Α	А	
21 Progressive Discipline  A A/R A/R A/R A/R A/R A/R R  22 Performance Improvement Plan  A A/R A/R A/R A/R A/R A A A A A A A A A	1 10 1 ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	CBA 9.2.1		А					R		HR Director Recommends
Performance Improvement Plan  A A/R A/R A/R A A R  E. Human Resources Management: Salary Administration and Allowances  CBA #9 A A A A A A A A A A A A A A A A A A A	20 Earned Days Off or Carry over of vacation (payouts)			Α					R		HR Director Recommends
E. Human Resources Management: Salary Administration and Allowances  1 Regular Hours/Days Worked  CBA #9  A A A A A A A A A A A A A A A A A A A	21 Progressive Discipline			Α	A/R	A/R	A/R	A/R	A/R	R	
1         Regular Hours/Days Worked         CBA #9         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A <th< td=""><td>22 Performance Improvement Plan</td><td></td><td></td><td>Α</td><td>A/R</td><td>A/R</td><td>A / R</td><td>А</td><td>Α</td><td>R</td><td></td></th<>	22 Performance Improvement Plan			Α	A/R	A/R	A / R	А	Α	R	
1         Regular Hours/Days Worked         CBA #9         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A         A <th< td=""><td>E Human Poscursos Management: Calary Administration and Allows</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	E Human Poscursos Management: Calary Administration and Allows										
2         Shift Differential         CBA #9.1.4         A         A         A         A           3         Payment of Overtime         A         A   A   A   A   A   A   A   A   A   A		CRA #Q		۸	۸	۸	^	٨	۸	Λ	
3 Payment of Overtime         A         A         A           4 Accommodation, Meals, Mileage         A         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R         A / R				A	_ ^	A	A			Α	
4 Accommodation, Meals, Mileage A A/R A/R A/R A/R A		CDA #3.1.4			1						
				Λ	Δ/Β	Δ/Β	Δ/D			Λ	
5 Mut at Province Travel	5 Out of Province Travel			A	A/K	A/K	A/R A	A/N	A/N	Α	

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C=Au	thorize for CEO only		ه.	President & CEO	VP keadernics VP finance		VP Patriethirs ton		OOS Manager	In-scape Supervisor	M <sup>5</sup> /5
	commend	Reference	Board	ident	Acade	o Fina.	arther novat	Chair	S Mai	Se zn.	unnerott
	legate		' '	Presi	16.	7,	Ab bear Ity		00,	N.SCOY	COMME NOTES
<u></u>	Out of Country Travel			А						<u> </u>	
	Reimbursement of professional fees per job requirement			A				R	A		UD Marana Annaus
	Grid Placement for inscope position							IV.	A		HR Manager Approves
_	Salary Placement (out of scope position)								4		HR Manager Approves
				Α					R		HR Director/ HR Manager recommends
10	Employment Contracts								A		HR Manager Approves
F.	Administration of Contracts, Leases, Purchasing, Expenses, and Revenue  Contracts  Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases										
1	within budget										
	\$1,000 or less									А	Program Assistants and Accounting Clerks not in legacy Cumberland
	\$10,000 or less									А	not in legacy Cumberland
	\$25,000 or less								Α		VP Partnerships & Innovation delegates to SR Level 8 Coordinators
	\$50,000 or less							Α			not in legacy Cumberland
	\$100,000 or less			А	Α	Α	Α	R	R		
	Over \$100,000			А	R	R	R				
2	Unbudgeted Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases										
	\$50,000 or less			Α	Α	Α	Α	R	R		
	Over \$50,000			А	R	R	R	R	R		
3	Facility/Capital Projects within the Board Approved Capital Plan and Budget			А		R					
4	Sask Polytechnic Revenue / Brokerage Contracts										
	\$100,000 or less			А	Α	А	А	R	R		
	Over \$100,000			А	R	R	R				
5	External Funding Proposals and Contracts										
	\$25,000 or less			А	Α	Α	Α	Α	А		
	\$50,000 or less			А	Α	Α	Α				
	Over \$50,000			А	R	R	R				
6	Fundraising/Fund Development Initiatives										
	\$10,000 or less			А	Α	A	А	Α	Α		
	\$25,000 or less			А	Α	Α	А	R	R		
	\$50,000 or less			A	R	R	R	•••			
7	Acceptance of Donations up to \$100,000	Solicitation & Acceptance of Gifts		A	R	R	R				
8	Acceptance of Donations over \$100,000	Solicitation & Acceptance of Gifts	А	R							
9	Signing of Charitable Receipts					Α					
G.	Academic & Programs										
1	Certificate of Participation							Α	Α	А	
2	ABE 10 Transcript				A/D			A/D	A/D		Delegated to Registration Clerk
3	Provincial Training Allowance (program approval and signing authority)				A/D			R	R		VP Academics approve, Chair FS & ELT recommends

A=Authorize; A/D (Authorize or Delegate)			ιδ	,0	VP Academics VP finance	VP Partnerships dion	Chair		Cupervisor	,
C=Au	C=Authorize for CEO only			President & CEO				OOS Manager		COMMENTS
R=Re	commend	Reference	Board	esidell	O ACAT SIP FILE	gartine innow	Chi	OSMIL	opes	Wilder MO.
D=De	D=Delegate			846	2.	76,		0	Inst	6
4	Student Loan Documents						Α	А		VP Finance delgates to Registrar to approve
5	Student Loan Signing Authority (additions and deletions)						Α	Α		VP Finance delegates to Registrar/Advisors to approve
6	ABE programming approval (Level 4) from Ministry of Education				A/D		R	R		
7	SDS Access				A		R	R		
8	Access to Post-Secondary Resources				A		Α	А		
9	Approval of SIS access				A			Α	Α	VP delegates to Manager, Registrar/Registrar
10	Confirmation of Student enrolment/acceptance (Academics)						A/D	A/D	R	Manager Learner Experience approves
10a	Confirmation of Student enrolment/acceptance (Corporate Training)						A/D	A/D	R	
12	Student Discontinuation/Exits (Regular process)						Α	Α	Α	Consultation with Brokering Agency
12a	Student Discontinuation/Exits (Exceptional Circumstances including VTRA)						Α	Α	R	Consultation with Brokering Agency
13	Student Appeal Approval			Α			R	R	R	Consultation with Brokering Agency
14	ABE Reduced Load Approval						Α	Α	R	
15	ABE Credit Recovery/ Course Extension Approval						Α	Α	R	
16	Program Specific Processes/Policies/Actions outside normal processes						Α	Α	R	
17	Academic Student Tuition & Fees				A		R	R	R	
18	Corporate Training Student Tuition & Fees						Α	Α	R	
19	Corporate Training Calendar						Α	Α		Manager, Bus Dev approves
20	Cancel Corporate Training Or Non-Credit Academic Programs						A/D	A/D	R	Direct supervisor approves
	New Corporate Training Program/Course Approvals					А	R	R		
22	Academic Program Calendar/ Schedules				A		R	R	R	Reviewed and recommended by Leadership Council