

A=Authorize; A/D (Authorize or Delegate)		Reference	Board	President & CEO	VP Academics	VP Finance	VP Partnerships & Innovation	Chair	OOS Manager	In-scope Supervisor	COMMENTS / NOTES
C=Authorize for CEO only											
R=Recommend											
D=Delegate											
A. Board Approval											
1	Governance Policies		A	R							
2	Strategic Plan	Charter	A	R							
3	Business Plan	Charter	A	R							
4	Annual Staffing Plan	Charter	A	R							
5	Annual Operating Budget	Charter	A	R							
6	Annual Capital Plan	Charter	A	R							
7	Annual Report	Charter	A	R							
8	Recruitment, selection, and negotiation of employment contract of the CEO	Charter	A								
9	Performance Management and Evaluation of the CEO	Charter	A								
10	Approval of Expense Claims of the CEO		A								
11	Ratification of Collective Bargaining Agreements	Charter	A	R				R			HR Director Recommend
12	Compensation Pay Grids for Out-of-Scope Positions		A	R				R			HR Director Recommend
13	Response to Management Letter from Auditor		A	R		R					
14	Fundraising Initiatives: major capital campaigns exceeding \$500,000		A	R							
15	Unbudgeted/Unplanned/Revised capital projects and operating expenditures exceeding available budget		A	R							
16	Capital or Operating Lease Multiple Years (outside of annual budget)		A	R							
17	Real property purchases and disposals including financing and internally restricted net assets (in accordance with the Regional Colleges Act)		A	R							
18	Investments										
	Under \$100,000			A		R					
	Over \$100,000		A	R		R					
B. CEO Operational Approval											
1	Operational Policies			A	R	R	R	R	R		Reviewed and recommended by Leadership Council
2	Write offs - Over \$50,000		A	R							
3	Write offs – Up to \$50,000					A					
4	Requisitions for payments to board members		A	A/D							
5	Start or Cancel Academic Programs			A	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	A	A	A	R	R	R	
3	Unbudgeted employment contract term positions				A	A	A	R	R		
4	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			A	R	R	R	R	A/R		Approved by HR Manager
6	Job evaluation placement for out-of-scope management positions			A					R		Recommended by HR Director/HR Manager
7	Interview expenses								A		Approved by HR Manager
8	Relocation expenses			A					R		Recommended by HR Manager
9	Abolishment of out of scope management positions (vacant or occupied)			A	R	R	R		R		Recommended by HR Director/ HR Manager

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9	Abolishment of in-scope positions (in accordance with the CBA)	CBA #11		A	R	R	R	R	R		
10	Recruitment: Selection of in-scope candidate							A	A	A/R	Inscope supervisors authorize the selection of new candidates
11	Recruitment: Selection of out of scope candidate				A	A	A	R	R		
12	Lay-off Inscope positions	CBA # 11		A	A	A	A	R	R		
D. Human Resources Management: Supervisory Authority											
1	Probationary Performance Reviews (mid-point and final for in-scope position), and continuing annual performance evaluations including Instructional Standards	CBA#8						A	A	R	
2	Probationary Performance Reviews (Extend Probation for in-scope position)	CBA # 8			R	R	R	R	A/R	R	HR Manager Approves
3	Probationary Performance Reviews (Terminate, Fail/Revert) Inscope	CBA # 8			R	R	R	R	A/R	R	HR Manager Approves
4	Probationary Performance Reviews (Terminate, Fail/Revert) Out of Scope			A	R	R	R				
5	Severance Pay: out-of-scope management			A		R		R	A/R		HR Director Approves
6	Severance Pay: in-scope	CBA #7.9						R	A/R		HR Manager Approves
7	Temporary Assignment of Higher Duties (TAHD: in accordance with the CBA for in-scope positions)	CBA #7.6						R	A	R	HR Manager Approves
8	Temporary Assignment of Higher Duties (TAHD: for out of scope positions)	CBA #7.6		A	R		R	R	A/R		HR Manager Approves
9	Job Share Approval (in accordance with the CBA for in-scope positions)							A	A	R	HR Manager Approves
10	Requests for Professional Development (In-Scope)				A	A	A	A	A	R	
11	Requests for Professional Development (out-of-scope management)			A	A	A	A	R	R		
12	Education Leave	CBA#17.1.3		A	A	A	A	R	A/R	R	HR Manager Approves
13	Leave with pay (i.e. vacation, earned time off)	CBA #13		A	A	A	A	A / R	A / R	A	
14	Leave without pay	CBA #13						R	R		HR Manager Approves
15	Pressing Necessity/Bereavement Leave	CBA 17.1.1		A	A	A	A	A	A	A	
16	Pressing Necessity Leave - Use of Sick days	CBA 17							A		HR Manager Approves
17	Union Leave	CBA 17.1.2							A		HR Manager Approves
18	Earned days off and Vacation (Scheduled and Taken)	CBA 9.2.1						A	A	A	
19	Carry over of banked time of 5 days or Vacation Carry over of more than 10 days (exceptional circumstances only)	CBA 9.2.1		A					R		HR Director Recommends
20	Earned Days Off or Carry over of vacation (payouts)			A					R		HR Director Recommends
21	Progressive Discipline			A	A / R	A / R	A / R	A/R	A/R	R	
22	Performance Improvement Plan			A	A / R	A / R	A / R	A	A	R	
E. Human Resources Management: Salary Administration and Allowances											
1	Regular Hours/Days Worked	CBA #9		A	A	A	A	A	A	A	
2	Shift Differential	CBA #9.1.4						A	A		
3	Payment of Overtime							A	A		
4	Accommodation, Meals, Mileage			A	A / R	A / R	A / R	A / R	A / R	A	
5	Out of Province Travel			A	A	A	A				

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6	Out of Country Travel			A							
7	Reimbursement of professional fees per job requirement							R	A		HR Manager Approves
8	Grid Placement for inscope position								A		HR Manager Approves
9	Salary Placement (out of scope position)			A					R		HR Director/ HR Manager recommends
10	Employment Contracts								A		HR Manager Approves
F. Administration of Contracts, Leases, Purchasing, Expenses, and Revenue Contracts											
1	Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases within budget										
	\$1,000 or less									A	Program Assistants and Accounting Clerks not in legacy Cumberland
	\$10,000 or less									A	not in legacy Cumberland
	\$25,000 or less								A		VP Partnerships & Innovation delegates to SR Level 8 Coordinators
	\$50,000 or less							A			not in legacy Cumberland
	\$100,000 or less			A	A	A	A	R	R		
	Over \$100,000			A	R	R	R				
2	Unbudgeted Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases										
	\$50,000 or less			A	A	A	A	R	R		
	Over \$50,000			A	R	R	R	R	R		
3	Facility/Capital Projects within the Board Approved Capital Plan and Budget			A		R					
4	Sask Polytechnic Revenue / Brokerage Contracts										
	\$100,000 or less			A	A	A	A	R	R		
	Over \$100,000			A	R	R	R				
5	External Funding Proposals and Contracts										
	\$25,000 or less			A	A	A	A	A	A		
	\$50,000 or less			A	A	A	A				
	Over \$50,000			A	R	R	R				
6	Fundraising/Fund Development Initiatives										
	\$10,000 or less			A	A	A	A	A	A		
	\$25,000 or less			A	A	A	A	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	A	R							
9	Signing of Charitable Receipts					A					
G. Academic & Programs											
1	Certificate of Participation							A	A	A	
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

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4	Student Loan Documents							A	A		VP Finance delegates to Registrar to approve
5	Student Loan Signing Authority (additions and deletions)							A	A		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			A	A		
9	Approval of SIS access					A			A	A	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)							A	A	A	Consultation with Brokering Agency
12a	Student Discontinuation/Exits (Exceptional Circumstances including VTRA)							A	A	R	Consultation with Brokering Agency
13	Student Appeal Approval			A				R	R	R	Consultation with Brokering Agency
14	ABE Reduced Load Approval							A	A	R	
15	ABE Credit Recovery/ Course Extension Approval							A	A	R	
16	Program Specific Processes/Policies/Actions outside normal processes							A	A	R	
17	Academic Student Tuition & Fees				A			R	R	R	
18	Corporate Training Student Tuition & Fees							A	A	R	
19	Corporate Training Calendar							A	A		Manager, Bus Dev approves
20	Cancel Corporate Training Or Non-Credit Academic Programs							A/D	A/D	R	Direct supervisor approves
21	New Corporate Training Program/Course Approvals						A	R	R		
22	Academic Program Calendar/ Schedules				A			R	R	R	Reviewed and recommended by Leadership Council