

A=Authorize; A/D (Authorize or Delegate)		Reference	Board	President & CEO	VP Academics & Learner Engagement	VP Corporate Services	VP Partnerships & Innovation	VP People & Strategy	Out of Scope	In-scope Supervisor	COMMENTS / NOTES
C=Authorize for CEO only											
R=Recommend											
D=Delegate											
1	Probationary Performance Reviews (mid-point and final for in-scope position), and continuing annual performance evaluations including Instructional Standards	CBA#8			A	A	A	A	A	R	
2	Probationary Performance Reviews (Extend Probation for in-scope position)	CBA # 8			R	R	R	A	R	R	
3	Probationary Performance Reviews (Terminate, Fail/Revert) Inscope	CBA # 8			R	R	R	A	R	R	
4	Probationary Performance Reviews (Terminate, Fail/Revert) Out of Scope			A	R	R	R	R			
5	Severance Pay: out-of-scope management			A		R		R			
6	Severance Pay: in-scope	CBA #7.9					A				
7	Temporary Assignment of Higher Duties (TAHD: in accordance with the CBA for in-scope positions)	CBA #7.6							A*/R	R	*HR Manager Approves
8	Temporary Assignment of Higher Duties (TAHD: for out of scope positions)	CBA #7.6		A	R	A	R	A	R		
9	Job Share Approval (in accordance with the CBA for in-scope positions)								A*	R	*HR Manager Approves
10	Requests for Professional Development (In-Scope)			A	A	A	A	A	A	R	
11	Requests for Professional Development (out-of-scope management)			A	A	A	A	A	R		
12	Education Leave	CBA#17.1.3		A	A	A	A	A	R	R	
13	Leave with pay (i.e. vacation, earned time off)	CBA #13		A	A	A	A	A	A	A	
14	Leave without pay	CBA #13		A/D					A*/R		*HR Manager Approves (Delegated by CEO per the CBA)
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*/R		*HR Manager Approves
17	Union Leave	CBA 17.1.2		A	A	A	A	A	A		Supervisor Approves
18	Earned days off and Vacation (Scheduled and Taken)	CBA 9.2.1		A	A	A	A	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				A	R		HR Manager Recommends
20	Earned Days Off or Carry over of vacation (payouts)			A				A	R		HR Manager 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 / R	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	A	A	A	A	A	
5	Out of Province Travel			A	A	A	A	A			
6	Out of Country Travel			A							
7	Reimbursement of professional fees per job requirement			A	A	A	A	A	A	R	
8	Grid Placement for in-scope position							A/D	A*		*HR Manager Approves
9	Salary Placement (out of scope position)			A				R			
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										
	\$10,000 or less									A	
	\$50,000 or less								A		
	\$100,000 or less			A	A	A	A	A	R		
	Over \$100,000			A	R	R	R	R			
2	Unbudgeted Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases										
	1% of approved budget or less			A	A	A	A	A	R		

