

Policy Name	Management Authority Grid		
Policy #	304	Category	FINANCE
Steward	VP Finance & Facilities	Date Approved	February 1, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

The Board of Directors delegates the management of the College to the President and CEO, except for those activities for which the Board has determined to retain responsibility. This policy provides the signing authority to College staff as established and approved by the President and CEO.

PURPOSE

The purpose of this policy is to provide the overarching framework for approving activities within Suncrest College.

PRINCIPLES

1. Suncrest College is committed to complying with all relevant legislation, particularly the Saskatchewan Regional Colleges Act.
2. Suncrest College is committed to ensuring that the authority and responsibility to perform specific activities are clear and transparent to the entire College.
3. As is appropriate or as designated in the authorities grid, decisions should be made and activities should be undertaken in consultation with key stakeholders.
4. The Management Authorities Grid represents the lowest level of management required to approve an activity.
5. A higher level of authority has the authority to approve an activity designated to a lower level on the grid.
6. If a manager is unavailable to perform their duties on a temporary basis, they may delegate their signing authority to an acting appointment. An acting appointment temporarily assumes all of the signing authorities of the position appointed to them, unless otherwise restricted by the appointing manager or the appointing manager's supervisor.

SCOPE

This policy covers all employees of Suncrest College.

DEFINITIONS

Authorize – means complete responsibility and accountability for the decision.

Acting Appointment – refers to a manager temporarily delegating their signing authority to another position in the College.

Delegate – entrusting and authorizing a position to conduct specific activities on behalf of the College.

Board – refers to the Board of Directors, Suncrest College.

Signing Authority – is delegated to a position, not a specific person, and must be undertaken with due diligence and acceptance of responsibility and accountability for the authorizations provided.

Capital projects – includes the purchase or construction of land, buildings, property, plant, and equipment, and any other items deemed capital assets.

PROCEDURES

1. The management signing authorities are detailed in the Appendix 1 attached (Management Authorities Grid).
2. The management authorities grid should be used in conjunction with existing applicable policies, agreements and/or contracts in place.
3. A manager temporarily delegating their signing authority shall inform Finance and the Leadership Council, by way of email, to whom they are delegating and the timeframe.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Regional Colleges Act

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

511 Delegation of Authority/Appendix A
302 Corporate Purchasing Card policy
516 Procurement policy