



Management Authorities Grid G33

PREAMBLE

The objective of this policy is to identify the process for approval of activities within Southeast College.

POLICY

1. The management authorities' grid represents the lowest level where an activity can be approved; however, restrictions on these authorities may be imposed by a higher level within the organizational hierarchy.
2. The position's authority may be delegated if the individual in that position is unavailable or unable to perform their duties for an extended period of time.
3. An "acting appointment" temporarily assumes the signing authority of the position appointed to unless otherwise restricted by the appointing authority. The "appointing authority" is deemed to be the next higher level within the College hierarchy.
4. It is the responsibility of the appointing authority to notify the College in writing of the acting appointment or authority delegation.
5. There may be special situations or events that are not covered by this authorities' grid. In these situations, the authority will be established by the CEO at the time the situation/event arises.

PROCEDURES

See attached management authorities grid

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SCHEDULE 1

<u>CODE:</u> A: Authorize R: Recommend	Board of Directors	President & CEO	VP of Training VP of Education	VP Corporate Services	VP Strategic Development	VP of Human Resources	Facilities Manager	Executive Coordinator	In Scope Manager	Staff
A. Board Approval										
1. Governance Policies	A	R								
2. Recruiting, negotiation of employment contracts and approving expense reimbursements for the President & CEO	A									
3. Annual operating and capital plan and operations forecast	A	R	R	R	R	R	R	R	R	
4. Ratification of collective agreements	A	R				R				
5. Performance management program and compensation pay grids for OOS positions	A	R				R				
6. Revenue contracts exceeding \$300k	A									
7. Fundraising Initiatives: Major capital campaigns exceeding \$100k	A									
8. Unbudgeted capital renovations or major projects exceeding \$100k	A									
9. Real property purchases and disposals, including financing (in accordance with <i>The Regional Colleges Act</i>)	A									

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SCHEDULE 2

CODE: A: Authorize R: Recommend	Board of Directors	President & CEO	VP of Training VP of Education	VP Corporate Services	VP Strategic Development	VP of Human Resources	Facilities Manager	Executive Coordinator	In Scope Manager	Staff
B. President & CEO Approved College wide Operational Policies, MOU/MOA		A	R	R	R	R	R	R	R	
C. Human Resource Management										
1. Staffing										
a) Out-of-scope positions at the directors and OOS equivalent level and higher		A				R				
b) Regular full-time and part-time positions:		A	R	R	R	R	R			
• Budgeted										
• Unplanned position within available division/department resources		A	R	R	R	R	R			
• Unplanned position without available division/department resources		A	R	R	R	R	R			
c) Casual positions										
• Budgeted		A	A	A	A	A	A		A	
• Hiring		A	A	A	A	A	A		A	
• Unplanned position within available division/department resources		A	A	A	A	A	A			
• Unplanned position without available division/department resources		A	R	R	R	R	R			
d) Employment Contracts:										
• Out-of-scope positions at the director and OOS equivalent level and higher		A	A/R	A/R	A/R	A/R	A/R			
• In -Scope contracts within budget:		A	R	R	R	A/R	R		R	
• Unplanned contracts within available division/department resources		A	R	R	R	R	R			
• Unplanned contracts without available division/department resources		A	R	R	R	R	R		R	
• Out-of-scope contracts within budget		A	A	A	A	A	A		R	
e) Abolition of regular positions										
• Vacant or Occupied	A	R				R				
f) Temporary performance of higher duties (TPHD)										
• Inscope and Out-of-scope		A	R	R	R	R	R			

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g) Severance pay		A	R	R	R	R	R			
• In-scope		A	R	R	R	R	R			
• Out-of-scope	A	A/R								
h) Job share		A	R	R	R	R	R		R	
i) Job Postings		A	R	R	R	A/R	R		R	
2. Probationary Review		A	A	A	A	A	A		R	
a) Mid-point review		A	A	A	A	A	A		R	
b) Final review		A	A	A	A	A	A			
c) Extend probation		A	A	A	A	A	A		R	
d) Fail and terminate/revert		A	R	R	R	R	R		R	
3. Position Descriptions and Classifications										
a) Allocate duties, approve description		A	R	R	R	A/R	R		R	
b) In-scope position classification		A				A/R				
c) Out-of-scope position evaluation		A				A/R				
4. Leaves										
a) Education leave		A	A/R	A/R	A/R	A/R	R	R	R	R
b) Leave with pay (i.e. vacation)		A	A	A	A	A	A	A	A	A
c) Leave for short-term professional development		A	A	A	A	A	A	R	R	R
d) Leave without pay		A	R	R	R	R	R	R	R	R
5. Earned and scheduled days off / vacation										
a) Earned days off, carryover (more than 5 days)		A	R	R	R	R	R			
b) Banked Time (150-160 hrs. per 4 week period)		A	A	A	A	A	A	R	A	
c) Vacation leave carryover – more than 10 days		A								
D. Administration of Salaries, Allowances, Professional Fees and Hospitality										
1. a) Regular hours worked		A	A	A	A	A	A	A	A	
b) Shift differential		A	A	A	A	A	A	A	A	
c) Overtime		A	A	A	A	A	A		R	

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	2. Emergency Salary Advance (per collective agreement)		A		R/A		R/A			
3. a) Out-of-province travel		A	R	R	R	R	R	R	R	R
b) Out-of-country travel		A	R	R	R	R	R	R	R	
4. Interview Expenses		A				A				
5. Relocation Allowance										
a) Over \$5,000		A	R	R	R	R/A	R			
b) Under \$5,000		A	R	R	R	A	R			
6. Fees										
a) Registration/tuition/conference fees/reimbursement (excluding professional development fund)		A	A	A	A	A	A		R	
b) Reimbursement of professional fees dues (job requirement)		A	A	A	A	A/R	R	R	R	R
7. Honoraria within budget		A	A/R	A/R	A/R	A/R	A/R	A/R	A/R	
8. Stipends – (per collective agreement)		A				A/R		A/R		
9. Business hospitality										
a) Up to \$200		A	A	A	A	A	A	A	A	A
b) Over \$200		A	A	A	A	A	A	A	R	
c) Over \$500		A								
E. Administration of Purchasing, Purchasing Contracts and Employee Expense Reimbursements										
1. Purchasing, purchasing contracts, brokerage contracts and employee expense reimbursements within budget:										
a) \$5,000 or less		A	A	A	A	A	A	A	A	A
b) \$5,001 to \$20,000		A	A	A	A	A	A		R	
c) \$20,001 or more		A								

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3. Unbudgeted purchases or purchasing contracts within division/department available resources		A	R	A/R	R	R	R		R	
4. Purchases exceeding division/department available resources (in conjunction with minimum authorities)		A	R	A/R	R	R	R			
5. Procurement card purchases/statements		A	A	A	A	A	A	A	A	A
6. Facility/Capital projects										
a) Funded through approved capital budget										
1. Less than \$100K	A	A	A	A	A	A	A			
2. Greater than \$100K	A	R								
b) Unplanned or unbudgeted – funded through other sources										
1. Less than \$250K	A	R		R						
2. Greater than \$250K	A	R		R						
c) Revised Project Budgets										
1. Up to \$100K		A		R						
2. Over \$100K	A	R		R						

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6. Operating leases a) Facility	Approval of CEO and VP Corporate									
b) Non-facility	Approval of CEO									
7. Equipment and furnishing capital leases	Approval of CEO									
8. Revenue contracts a) \$100K or less		A	A/R	A/R	A/R	A/R	A/R		R	
b) \$100,001 to \$299K		A	R	R	R	R	R		R	
9. External funding proposals		A	R	R	R	R	R		R	
10. Fundraising initiatives a) Less than \$50k		A	A	A	A	A	R		R	
b) \$50K to \$299K		A	R	R	R	R	R		R	
11. Tuition 1. Full time Institute			A						R	
2. Part time Institute			A						R	
3. Industry credit/non-credit			A						R	
4. Community Development/Personal Interest									A	

Note: Executive positions include CEO, VP Training, VP of Education, VP Corporate Services, VP Strategic Development, VP of Human Resources and Executive Coordinator. Remaining out of scope positions are as defined in Article 2 of the CBA.

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