



Policy

Title: Delegation of Authority – Human Resources

Policy Statement:

The Board delegates to the President all authority of human resources of the College within the following executive limitations:

- A. All employees will be treated in a fair and equitable manner.
- B. All appropriate legislation will be followed.
- C. Only the President may dismiss salaried employees.
- D. The dignity, safety and right to ethical job-related dissent of employees shall not be impaired.
- E. Grievances by employees shall receive fair internal hearings.
- F. Employees and candidates for employment shall be judged only on their job-related qualifications and/or job performance.
- G. All new employees shall sign the Code of Conduct and the Confidentiality Agreement.

Approved: Original copy signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

November 30, 2018
(Date)

Sponsorship: Human Resources

To Be Reviewed: 2023

Review and Revision Dates: March 12, 1998; February 19, 2008; October 9, 2018

First Approval Date: March 12, 1998

Stakeholders Consulted Date: (Senior Management Team, January 28, 2008, September 2012), (Board of Governors February 14, 2008, October 17, 2012), (Policy Review Committee October 9, 2018)

Purpose:

Appropriate delegation of authority related to all matters in Human Resources.

Guidelines:

- A. The President may delegate to appropriate managers such authority as required to carry out human resources functions as are required for the College to carry out its mission and mandate.
- B. Procedures or regulations will include, but not be limited to, the following information

that is communicated with persons being recruited.

1. The College hires on the basis of trust. A breach of trust could affect tenure.
2. New hires will be advised that a criminal record check may be conducted.