



## Delegation of Authority – Human Resources Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

The Board of Governors delegates to the President all authority of Human Resources of the College within the following executive limitations:

1. All employees will be treated in a fair and equitable manner.
2. All appropriate legislation will be followed.
3. The dignity, safety, and right to ethical job-related dissent of employees shall not be impaired.
4. Grievances by employees shall receive fair internal hearings.
5. Employees and candidates for employment shall be judged only on their job-related qualifications and/or job performance.
6. All new employees shall sign the Code of Conduct and the Confidentiality Agreement.

<b>Sponsor:</b>	Human Resources
<b>Policy Owner:</b>	President & CEO
<b>Policy Administrator:</b>	Executive Director, Human Resources and Health & Safety
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	November 18, 2021
<b>Effective Date:</b>	November 18, 2021

<b>Objective:</b>	Appropriate delegation of authority related to all matters in Human Resources.
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The Delegation of Authority Matrix will be used to guide the managers on their authority for dismissal of employees. Procedures or regulations will include, but not be limited to, the following information that is communicated with persons being recruited.             <ol style="list-style-type: none"> <li>A. The College hires on the basis of trust. A breach of trust could affect tenure.</li> <li>B. New hires will be advised that a criminal record check may be conducted.</li> </ol> </li> </ol>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College Documents:</b>	Governance – Delegation of Authority Matrix
<b>Related External Information:</b>	N/A
<b>Stakeholders Consulted:</b>	Policy Review Committee: Oct 9, 2018 (defunct) President’s Advisory Team: Oct 12, 2021 Senior Leadership Team: Oct 4, 2021 Senior Management Team: Jan 28, 2008 (defunct)

<b>Next Review Date:</b>	November 17, 2026
<b>Revision History:</b>	March 12, 1998: New February 19, 2008 November 30, 2018: Salaried employee dismissal and addition of Delegation of Authority Matrix reference.