



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 that the President & CEO has authority over Human Resources, within the parameters of the guidelines specifying executive limitations.

Sponsor:	Human Resources
Policy Owner:	President & CEO
Policy Administrator:	Executive Assistant, President & CEO and Board of Governors
Approved By:	Board of Governors
Approval Date:	June 18, 2025
Effective Date:	June 18, 2025

Objective:	This policy establishes a clear delegation of authority for decision-making regarding Human Resources while ensuring adherence to College priorities, regulatory requirements, and governance oversight.
Guidelines:	<p>Decisions made under this policy shall adhere to the following executive limitations:</p> <ol style="list-style-type: none"> 1. All Northern Lakes College employees will be treated in a fair and equitable manner. 2. The dignity, safety, and right to ethical job-related dissent of employees shall not be impaired. 3. Grievances by employees shall receive appropriate process as per the Collective Agreement and Term and Conditions of Employment. 4. Northern Lakes College hires employees with an expectation of integrity and professionalism. A proven breach of ethical or professional responsibilities may impact employment. 5. The President & CEO shall operate within financial, operational, and strategic constraints established by the Board of Governors ensuring that decisions align with Northern Lakes College mission, vision, and values. <p>Furthermore, the Board of Governors authorizes the President & CEO to delegate authority as appropriate.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	<p>Governance – Board of Governors Code of Conduct Policy</p> <p>Governance – Safe Disclosure Policy</p> <p>Human Resources – Employee Code of Conduct Policy</p> <p>Human Resources – Respectful Workplace Policy</p> <p>Human Resources – Criminal Record Check Regulation</p> <p>Governance – Delegation of Authority Matrix</p> <p>Collective Agreement Between The Board of Governors of Northern Lakes College</p>
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	and The Alberta Union of Provincial Employees Local 071 Chapter 009 Collective Agreement Between The Faculty Association of Northern Lakes College and The Board of Governors of Northern Lakes College Terms and Condition of Employment for Excluded Staff Terms and Conditions of Employment for Management Exempt Terms and Conditions of Employment for Management Exempt Terms and Conditions of Employment for Senior Management
Related External Information:	Post-secondary Learning Act
Stakeholders Consulted:	Human Resources: Apr 3, 2025 Policy Review Committee: Oct 9, 2018 (defunct) President's Advisory Team: Oct 12, 2021; May 6, 2025 Senior Leadership Team: Oct 4, 2021; Apr 7, 2025 Senior Management Team: Jan 28, 2008 (defunct)
Next Review Date:	June 17, 2030
Revision History:	March 12, 1998: New February 19, 2008 November 30, 2018: Salaried employee dismissal and addition of Delegation of Authority Matrix reference. June 18, 2025: Update to policy statement, guidelines and related documents