



## Procedures

Policy Name	<b>Compensation for Losses</b>		
Policy #	<b>416</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President, Financial Services</b>	Previous Revision Date	<b>N/A</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>March 5, 2021</b>
Procedures Approved by	<b>CFO and Vice-President Administration</b>	Review Date	<b>March 2026</b>

See the related [POLICY](#).

### PROCEDURES

1. Evaluating a compensation for loss request
  - 1.1. Compensation for loss requests will be evaluated by the out-of-scope manager responsible for the employee or student who suffered the loss or the activity where the loss occurred.
  - 1.2. Campus Safety & Security should be consulted to confirm that they have been notified of the incident that resulted in the loss and that information they have gathered regarding the incident is considered as part of the compensation request evaluation.
  - 1.3. The out-of-scope manager will determine if the request meets the criteria for reimbursement under the policy.
  - 1.4. Where responsibility is unclear and/or there are substantial claims, Saskatchewan Polytechnic should consider obtaining legal advice.
2. Requesting approval for compensation
  - 2.1. If the request is deemed to meet the criteria for reimbursement, the responsible out-of-scope manager will prepare a written request to compensate the person suffering the loss. This request will provide information on the nature of the loss, demonstrate the loss meets the compensation criteria of this policy and explain how the compensation amount has been determined.
  - 2.2. The out-of-scope manager will forward the written compensation request to the SMC member responsible for their department.
  - 2.3. The SMC member will review the request for compensation to confirm that the proposed payment is reasonable and is in compliance with this policy.
  - 2.4. Approved compensation for loss payment requests are to be forwarded to the Office of the Associate Vice-President, Financial Services for processing.

3. Reporting compensation for loss payments

- 3.1. For approved compensation for loss payments in excess of \$500 that involve fraud or other illegal acts, the out-of-scope manager from 2.1 above will complete the *Reporting of Public Losses – Regional Colleges and Saskatchewan Polytechnic* template.
- 3.2. The completed template is to be forwarded to the Office of the Associated Vice-President, Financial Services for inclusion in Saskatchewan Polytechnic’s quarterly report on public losses to the Ministry of Advanced Education.