



SUBJECT: Management Authorities Grid	CATEGORY: General Administration	NO. 504-G
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PREAMBLE

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

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. An underlying principle of the management authorities is that one-up approval is required for all purchasing card (pcard) purchases, personal reimbursements and payment made by SIAS on the employee's behalf (i.e. travel, hospitality, professional dues, conference costs) as well as salary and benefits administration.
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.

Position Definitions:

- "Directors and Out of Scope (OOS) Equivalent" includes any OOS positions that are at the same level as directors in classification. This includes the associate deans, controller and registrar.
- "OOS Manager – Other" refers to all OOS positions that are at the level of manager and are not included in "Directors and Out of Scope (OOS) Equivalent"
- "Budget Unit Manager" is a position that has responsibility and accountability for a specific organization code(s).

Approved by: Board of Directors/ President & CEO	Prepared by: Senior Management Council	Date Issued: January 28, 2011	Supersedes/New Supersedes	Page 1 of 8 #504-G
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3. Any change in the authorities assigned to the SIAST board of directors requires board approval (see attached Schedule 1). Changes to all other authorities require presidential approval (see attached Schedule 2).
4. An “acting appointment” temporarily assumes the signing authorities 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 organizational hierarchy. It is the responsibility of the appointing authority to notify the organization in writing (at minimum SIAST senior management assembly) of the acting appointment.

PROCEDURES

See attached management authorities grid.

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MANAGEMENT AUTHORITIES GRID

January 2010

SCHEDULE 1

<p>CODE:</p> <p>A: Authorize (lowest level) ACD Authorize (Campus Directors) AFS: Authorize (Financial Services) AHR: Authorize (Human Resources) AFAC: Authorize (Facilities)</p> <p>(/): In consultation with: CD, FS, HR, FAC</p>	Board of Directors	President & CEO	Sr VP & VP	AVPs, Deans & Executive Directors	Directors, Associate Deans & OOS Equivalent	OOS Manager - Other	Budget Unit Manager
A. Board Approval							
1. Board approved SIAST-wide policies a) Major functional operations such as planning, budgeting, finance and personnel	A						
b) Procedures		A					
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						
4. Ratification of collective agreements	A						
5. Performance management program and compensation pay grids for OOS positions	A						
6. Revenue contracts exceeding \$3,000,000	A						
7. Fundraising Initiatives: Major capital campaigns exceeding \$3,000,000	A						
8. Unbudgeted capital renovations or major projects exceeding \$1,000,000	A						
9. Real property purchases and disposals, including financing (in accordance with <i>The SIAST Act</i>)	A						

MANAGEMENT AUTHORITIES GRID
December 2010

SCHEDULE 2

CODE:	A: Authorize (lowest level) ACD Authorize (Campus Directors) AFS: Authorize (Financial Services) AHR: Authorize (Human Resources) AFAC: Authorize (Facilities)	Board of Directors	President & CEO	Sr VP & VP	AVPs, Deans & Executive Directors	Directors, Associate Deans & OOS Equivalent	OOS Manager - Other	Budget Unit Manager
B. President & CEO Approved SIAST-wide Operational Policies			A					
C. Human Resource Management								
1. Staffing			A					
a) Out-of-scope positions at the directors and OOS equivalent level and higher								
b) Regular full-time and part-time positions:								
• Budgeted								A
• Unplanned position within available division/department resources				A				
• Unplanned position without available division/department resources			A					
c) End-dated and casual positions								
• Budgeted								A
• Unplanned position within available division/department resources					A			
• Unplanned position without available division/department resources				A				
d) Employment Contracts:								
• Out-of-scope positions at the director and OOS equivalent level and higher			A					
• Other contracts within budget:								
➤ \$1 - \$10,000 contract							A	
➤ \$10,001 - \$20,000 contract						A		
➤ \$20,001 - \$50,000 contract					A			
➤ \$50,001 and over contract				A				
• Unplanned contracts within available division/department resources				A				
• Unplanned contracts without available division/department resources			A					
e) Abolition of regular positions								
• Vacant				A				
• Occupied			A					
f) Temporary performance of higher duties (TPHD)								
• Inscope							A	
• Out-of-scope [pay bands 1-8]							A	
• Out-of-scope [pay bands 9-11]			A					
g) Academic supervisory assignment						A		

MANAGEMENT AUTHORITIES GRID

December 2010

CODE:	A: Authorize (lowest level)	Board of Directors	President & CEO	Sr VP & VP	AVPs, Deans & Executive Directors	Directors, Associate Deans & OOS Equivalent	OOS Manager - Other	Budget Unit Manager
	ACD Authorize (Campus Directors)							
	AFS: Authorize (Financial Services)							
	AHR: Authorize (Human Resources)							
	AFAC: Authorize (Facilities)							
	(/): In consultation with: CD, FS, HR, FAC							
	h) Severance pay							
	• In-scope				A/HR			
	• Out-of-scope		A					
	i) Job share					A		
	j) Job Postings						A/HR	
	2. Probationary Review							
	a) Mid-point review							A
	b) Final review							A
	c) Extend probation						A	
	d) Fail and terminate/revert					A/HR		
	3. Position Descriptions and Classifications							
	a) Allocate duties, approve description						A/HR	
	b) In-scope position classification					A/HR		
	c) Out-of-scope position evaluation					A/HR		
	4. Leaves							
	a) Education leave with pay – up to 10 days					A		
	b) Education leave with pay – more than 10 days			A				
	c) Leave with pay – up to 10 days					A		
	d) Leave with pay – more than 10 days			A				
	e) Leave without pay, definite – 10 days or less						A	
	f) Leave without pay, definite – more than 10 days			A				
	g) Leave without pay – indefinite			A				
	h) Leave for short-term professional development							A
	5. Earned and scheduled days off / vacation							
	a) Earned days off, carryover (exceptional circumstances only)					A		
	b) Earned days off banked – to be taken later in the same fiscal year							A
	c) Earned day off, payout (exceptional circumstances only)				A			
	d) Earned days off taken							A
	e) Scheduled days off taken							A
	f) Vacation days taken							A
	g) Vacation leave carryover – more than 10 days (exceptional circumstances only)				A			
	D. Administration of Salaries, Allowances, Professional Fees and Hospitality							
	1. Payroll Administration							
	a) Regular hours worked							A
	b) Shift differential							A
	c) Overtime							A
	d) Excess days/hours (199-day year)					A		
	e) Change in 199-day profile							A

MANAGEMENT AUTHORITIES GRID

December 2010

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	(/): In consultation with: CD, FS, HR, FAC							
2.	Emergency Salary Advance (per collective agreement)						ACD or AHR	
3.	a) Out-of-province travel				A			
	b) Out-of-country travel			A				
4.	Interview Expenses						AHR	
5.	Relocation Allowance							
	a) Existing employees					A/HR		
	b) New employees				A/HR			
6.	Fees ¹							
	a) Registration/tuition/conference fees/ reimbursement (excluding professional development fund)							A
	b) Reimbursement of professional fees dues (job requirement)						A	
7.	Honoraria							A
8.	Stipends – guest lecturers, actors, narrators (per collective agreement)							A
9.	Business hospitality ¹							
	a) \$500 or less per transaction							A
	b) \$501 to \$2,000						A	
	c) \$2,001 to \$5,000					A		
	d) \$5,001 to \$10,000				A			
	e) \$10,001 to \$15,000			A				
	f) Over \$15,000		A					
E.	Administration of Purchasing, Purchasing Contracts and Employee Expense Reimbursements (purchase of goods and services must follow the purchase request/purchase order process)							
1.	Purchasing, purchasing contracts and employee expense reimbursements within budget:							
	a) \$20,000 or less							A
	b) \$20,001 to \$50,000						A	
	c) \$50,001 to \$100,000					A		
	d) \$100,001 to \$300,000				A			
	e) \$300,001 to \$500,000			A				
	f) Over \$500,000		A					

¹ One-up approval is required

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December 2010

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	(/): In consultation with: CD, FS, HR, FAC							
2.	Unbudgeted ¹ purchases or purchasing contracts within division/department available resources (in conjunction with E(1) minimum authorities) ²					A		
3.	Purchases exceeding division/department available resources (in conjunction with E(1) minimum authorities)			A				
4.	Procurement card purchases/statements ¹							A
5.	Facility/Capital projects ²							
	a) Funded through approved capital budget							
	1. Less than \$100,000				A/FAC or CD			
	2. Greater than \$100,000		FSC/ SMC					
	3. Greater than \$1,000,000 (see schedule 1)	A						
	b) Unplanned or unbudgeted – funded through other sources		FSC/ SMC					
	1. Less than \$1,000,000							
	2. Greater than \$1,000,000	A						
	c) Revised Project Budgets							
	1. Less than 5% of original budget to maximum of \$50,000				A/FAC or CD			
	2. Greater than 5% of original budget or greater than \$50,000		FSC/ SMC					
	3. Greater than \$1,000,000	A						

¹ One-up approval is required

² Item 5 is guided by the "Facility Project Management Guidelines and Procedures". It supersedes Section E (1)
The Approval document is the Project Charter

Note: Related Accommodation Space and Services Agreement (ASSA), purchase orders, web requisitions, invoices/progress billings approved by project manager as identified in project charter, provided approved project charter is in place.

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6. Operating leases	Approval of FS & FAC plus E(1) minimum authorities												
a) Facility	Approval of FS plus E(1) minimum authorities												
b) Non-facility	Approval of FS plus E(1) minimum authorities												
7. Equipment and furnishing capital leases ³	Approval of FS plus E(1) minimum authorities												
8. Revenue contracts [3 year terms or less]													
a) \$100,000 or less													A
b) \$100,001 to \$250,000											A		
c) \$250,001 to \$500,000									A				
d) \$500,001 to \$1,000,000								A					
e) \$1,000,000 to \$3,000,000							A						
f) More than \$3,000,000 (see Schedule 1)													
9. Revenue contracts exceeding 3 year terms (subject to Schedule 1)							A						
10. External funding proposals								A					
11. Fundraising initiatives [single donor aggregate totals]													
a) \$0 to \$499,000 (director, donor & alumni relations)											A		
b) \$500,000 to \$1,000,000									A				
d) \$1,000,001 to \$3,000,000							A						
e) More than \$3,000,000 (see Schedule 1)													

³ Capital lease means a lease that is classified as a purchase. This includes a lease term that is greater than 75% of the subject property's estimated economic life, the lease contains an option to purchase the subject property for less than the fair market value, ownership of the subject property will be transferred to SIAST at the end of the lease term, or the present value of the lease payments exceeds 90% of the value of the subject property.