



SUBJECT: Policy Development and Administration	CATEGORY: General Administration	NO. 506-G
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PREAMBLE

SIAST, through its board of directors is committed to highly effective corporate governance and responsible management. Under *The SIAST Act*, the SIAST board of directors has overall authority and accountability for the conduct and management of business and affairs of the institution. As part of this authority, the minister provides the board of directors with the accountability for the establishment and administration of SIAST policies and associated procedures. This policy outlines SIAST’s position on all organizational policies, the authority in their administration and responsibility of members of the SIAST community in their application. The policy also provides SIAST policy categories and a consistent format and process for policy renewal and development.

POLICY

SIAST policies and associated procedures reflect and uphold the institution’s governing principles, mission and strategic direction. They promote consistent and fair business practices, improve internal communication, minimize risk and meet internal control requirements. SIAST policies will

- state the institutional position on issues that have SIAST-wide implications,
- ensure compliance with legal or regulatory requirements,
- inform the SIAST community and, in particular, employees and students of institutional roles and responsibilities and SIAST’s expectations of them,
- provide guidance in decision-making, and
- be developed using a consistent format and process.

Under SIAST’s governance structure, the board of directors exercises approval authority for all governance policies including those pertaining to high risk decisions, legal requirements and organizational accountability. Through powers vested in *The SIAST Act*, the board of directors’ delegates authority for the development, implementation, and administration of operational policies and associated procedures to the SIAST president and CEO.

All members of the SIAST community must comply with SIAST policies in carrying out SIAST activities.

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DEFINITIONS

Governance Policy: Policies that are approved by the SIAST board of directors and represent high risk decisions, organizational accountability or legal requirements. Governance policies are designated by (G).

Operational Policy: Policies that relate to the day-to-day activities and/or management of the institution and are authorized by the board of directors for president approval.

Policy: A policy is a rule or a statement indicating the official position of SIAST. It explains how SIAST will operate and guides decision-making and resource allocation. Policy ensures decision making is consistent with the institutional mission, mandate, values and strategies.

Procedures: Procedures provide a platform for implementing policies. They provide a series of steps that are necessary to follow and/or explain a formalized way for doing things. Procedures describe the approaches and considerations for putting policy into practice and outline an expected level of conduct or performance.

SIAST Community: The SIAST community is comprised of anyone who may be impacted by policy and/or is expected to comply with policies. The community includes board of directors, employees (staff, faculty, and administrators), students and student associations, volunteers, and third-party tenants or contractors.

PROCEDURES

A. Policy Administration

1. Policy Maintenance

To ensure currency and reflect changing requirements

- i. all policies requiring board approval are subject to review at least every three years.
- ii. all policies requiring president and CEO approval are subject to review at least every five years.
- iii. at the discretion of the board or president and CEO, any policy may be reviewed at any time prior to the timelines prescribed in sections 1.i and 1.ii.

2. SIAST Community Responsibilities

- i. Board of directors, employees, students and student associations are responsible to ensure they are aware of, understand, and abide by all SIAST policies.
- ii. Employees who engage volunteers, third-party tenants or contractors are required to ensure those parties are made aware of, understand, and recognize the requirement for them to abide by policies when carrying out SIAST activities.
- iii. Managers of programs and departments will ensure their areas of responsibility develop and maintain necessary supporting policy documentation or standard operating procedures

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that may be required by legislation or regulatory bodies or for training purposes. The documentation will ensure compliance with applicable legislation is met or exceeded and will supplement SIAST-wide policy requirements. Programs or departments may have regulations specific to their area requirements.

- iv. SIAST policies will be implemented in conjunction with requirements of collective bargaining agreements.

3. Measures Related to Non-Compliance

- i. Employees, students and other members of the SIAST community are responsible for their own knowledge of policies. As such, being unaware is insufficient justification for non-compliance. Any members of the SIAST community who knowingly or unknowingly violate SIAST policies may be subject to disciplinary action up to and including suspension, dismissal or expulsion.
- ii. Any deliberate or careless misinterpretation, misuse or distortion of the general intent of SIAST policies and related procedures is considered a violation.
- iii. SIAST reserves the right to recover any direct or indirect costs incurred as a result of a policy violation, in addition to imposing any other actions it deems appropriate.
- iv. SIAST may exercise its right to take legal action that could result in criminal or civil proceedings.

B. Policy Format

Policies will be written using a standardized format. (Sections iii to vi and viii are incorporated when applicable).

- i. **Preamble** - a concise summary of why the policy is being written. This may include background materials or explanatory details based on legislation, educational, environmental or other factors leading to the development.
- ii. **Policy Statement** – a brief statement indicating the position of the institute and what is to be accomplished or enforced. It describes the aim of the policy and to whom it applies.
- iii. **Definitions** – explanations of terms that may not be easy to understand and require clarification of the meaning within the context of the policy.
- iv. **Procedures** – an outline of responsibilities or actions required of stakeholders and steps to be followed. This section provides clear, concise and easy to follow directions on how the policy is to be implemented.
- v. **Related Policies/Documents** – a list of related documents/policies (name and number).
- vi. **Applicable legislation or regulations** – specific references by legal name to relevant legislation or regulatory and licensing requirements.
- vii. **Amendment history** – a list of the approved versions over time from inception.
- viii. **Appendices** – pertinent information as required such as forms, templates, etc.

C. Policy Renewal and Development Process

1. Need for Policy Creation, Revision or Deletion

Any member of the SIAST community may propose a new policy or a revision or deletion of an existing policy by contacting the appropriate senior administrator (sponsor) and providing a

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rationale. The sponsor will determine if the proposed policy or modification will proceed. Policies will be established, reviewed or recommended for deletion based on several potential reasons such as

- scheduled review cycle requirement,
- changes to legislation or regulations,
- significant operational changes,
- changes in strategic direction of SIAST, or
- significant changes in practice.

2. Research and Initial Draft

Policies will be sponsored by senior administrators (vice-presidents or associate vice-presidents) and/or councils (senior management council, deans’ council or administrative services council). Sponsors will recommend the establishment, revision and/or deletion of policies. The designated sponsor will hold responsibility for policies within their purview and may delegate the initial research and preparation as necessary.

3. Stakeholder Review

Stakeholders are parties who will be impacted by the policy. The designated sponsor will identify and consult with stakeholders during the development of a policy and/or after completion of an initial draft. To assist in this process SIAST has developed a *SIAST Policy Renewal and Consultations Guideline*. Reasonable time will be provided for input (approximately two to four weeks).

4. Policy Review Committee

Initial drafts of proposals will be submitted to the policy review committee (PRC). The committee will provide a quality assurance role and review proposals from the perspective of: related policies and consistency; compliance with the SIAST policy framework; redundancies or conflicts with other policies, agreements, or legal requirements; clarity; risk management; and records management. The PRC will also evaluate the need for the creation, revision or deletion of the draft policy. The PRC will return the initial draft policy to the sponsor with any comments or requirements.

The PRC will be chaired by the vice-president, strategy and advancement (or delegate). The chair will appoint committee members in consultation with SIAST vice-presidents.

5. Draft finalization

All comments received through consultations will be examined by the sponsor and integrated as possible in completion of a final draft. The final policy draft will be submitted to the appropriate vice-president for consideration and final review.

6. Endorsement

Draft operational policies will be reviewed and endorsed by deans’ council (DC) and/or administrative services council (ASC) unless identified as exempt by the president and CEO in which case the policy will go directly to senior management council (SMC). Upon endorsement by DC and/or ASC, the policy will be sent to the PRC for review and endorsement. The PRC will then forward the policy to SMC for review and approval by the president and CEO.

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Draft governance policies will be reviewed and endorsed by DC and/or ASC and then forwarded to the PRC for endorsement. The PRC will then forward the policy to SMC for review and endorsement by the president and CEO and review and approval by the board.

7. Approval

Senior management council will receive new and revised policies and policies recommended for deletion that have been endorsed by DC, ASC and PRC (unless identified as exempt by the president and CEO in which case the policy will go directly to SMC). Through SMC, the president and CEO will provide final approval for changes to all operational policies and to any procedures for board-approved policies. SMC will receive governance policies and the president and CEO will review and endorse the policy for board of directors' final review and approval.

All policies will become official once final approval has been received and no further revisions are required.

8. Implementation

Approved policies will be sent to the vice president, strategy and advancement (or delegate) who will ensure

- Communication notifying employees of new and revised policies is sent via email
- Policies are posted publicly to the SIAST website
- A directory of all approved policies and scheduled review dates will be maintained

D. Policy Categories

SIAST Policies are categorized into 12 categories. The categories for a policy will reflect key business functions as opposed to structure. Board-approved policies within the categories are identified with the letter (G) attached (e.g. Admissions Policy 103-G).

Category	Number
Academic Programming	100
Advancement and Alumni	200
Facilities	300
Finance	400
General Administration	500
Health and Safety	600
Human Resources	700
Information Management	800
International	900
Materials Management	1000
Research and Scholarly Activity	1100
Student Services	1200

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RELATED POLICIES/DOCUMENTS

SIAST Bylaws
SIAST Policy Renewal and Consultations Guideline

APPLICABLE LEGISLATION OR REGULATIONS

The SIAST Act, SS 1996, c. S-25.2

AMENDMENT HISTORY

- 1. Original issue date: June 15, 2007
- 2. Revision: April 23, 2010
- 3. Scheduled review date: June 2017

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APPENDIX A



SIAS

SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

Policy and Procedure Statement

SUBJECT: *	CATEGORY: *	NO. *
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[Use Arial 11-pitch font throughout]

PREAMBLE

(A concise summary of why the policy is being written)

POLICY

(A concise and clear statement outlining the organization's official position and what is to be accomplished and to whom it applies)

DEFINITIONS

(If appropriate, include definitions to provide clarity of terms)

PROCEDURES

(If needed, an outline of responsibilities or actions required of stakeholders and specific steps to be followed.)

RELATED POLICIES/DOCUMENTS

(If applicable, list related policies and/or documents including any supportive documentation referenced)

APPLICABLE LEGISLATION OR REGULATIONS

(If applicable, specific references to any applicable legislation or regulatory/licensing requirements that enables the policy)

AMENDMENT HISTORY

1. Original issue date:
2. Revision dates:
3. Scheduled review date:

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