



POLICY STATEMENT

Policy Name	Management Authorities Grid		
Policy #	504b	Category	General Administration
Policy Sponsor	Senior Management Council	Previous Revision Date	January 28, 2011
Policy Approved by	President & CEO	Issue or Revision Date	July 10, 2017
Procedures Approved by	President & CEO	Review Date	July 2022

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to identify the process for approving activities within Saskatchewan Polytechnic management.

GUIDING PRINCIPLES

1. Saskatchewan Polytechnic is committed to complying with all relevant legislation, especially *The Saskatchewan Polytechnic Act*, as it designates decision-making authority and undertakes its mandate.
2. Saskatchewan Polytechnic is committed to ensuring that the authority and responsibility to perform specific activities or make decisions are clear and transparent to the entire organization.
3. As is appropriate or designated in the Management Authorities Grid, decisions should be made and activities undertaken in consultation with key internal stakeholders.
4. Thresholds in the authorization of various activities should balance efficient business processes and accountability.
5. Where a committee exists to make decisions or to make recommendations to the Senior Management Council and president & CEO, such activities are not reflected in the Management Authorities Grid.

POLICY

1. The Board of Directors delegates operational decisions to the president & CEO, except for those activities for which the Board of Directors has determined to retain responsibility.
2. The Management Authorities Grid represents the lowest level of management required to approve an activity.

3. A higher level of management has the authority to approve an action or decision designated lower on the grid.
4. Unless otherwise defined, one-up approval is required for all purchasing card (pcard) purchases, personal reimbursements and payment made by Saskatchewan Polytechnic on the employee's behalf (e.g., travel, hospitality, professional dues, conference costs, etc.), as well as salary and benefits administration.
5. A higher level authority on the grid may impose restrictions on an authority lower on the organizational hierarchy.
6. The Capital Planning Committee makes recommendations to the Senior Management Council on facility and capital expenditures.
7. Certain actions relating to information technology, human resources, facilities, or finance require Consultation or co-authorization with those groups.
8. If a manager is unable or unavailable to perform their duties as a signing authority, they may delegate their authority to an "Acting Appointment." An Acting Appointment temporarily assumes all of the signing authorities of the position appointed to them, unless otherwise restricted by the appointing authority. It is the responsibility of the appointing authority to notify the organization in writing (at minimum Saskatchewan Polytechnic senior management assembly) of the Acting Appointment.
9. Unless otherwise specified, all dollar amounts stated in the Management Authorities Grid are for the life of a given contract.
10. The Management Authorities Grid will be adjusted to reflect approved updates to other policies that result in changes to the specific authorizations defined in the grid.

DEFINITIONS

1. "Acting Appointment" refers to a manager temporarily delegating their signing authority to another position in the organization.
2. "Assumed Authority" means that positions in higher levels on a grid can approve an action or decision placed at a position lower on the grid.
3. "Budget Unit Manager" is a position that has responsibility and accountability for a specific organization code(s).
4. "Consultation" means that the designated approving authority shall inquire with the specified consultation group (e.g., human resources, information technology) about the implications of an intended decision. Though consensus is the aim, "Consultation" does not imply approval authority.
5. "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.
6. "OOS Manager – Other" refers to all out-of-scope positions that are at the level of manager and are not included in "Directors and Out-of-Scope (OOS) Equivalent."

RELATED POLICIES/DOCUMENTS

Policy # 504a-G Board Authorities Grid

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Polytechnic Act
Saskatchewan Polytechnic Bylaw #1