



## Procedures

Policy Name	<b>Employee Credentials</b>		
Policy #	<b>707</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>May 6, 2013</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>December 6, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Date or As Needed</b>

See the related [POLICY](#).

### DEFINITIONS

N/A

### PROCEDURES

1. Upon selection to a position within Saskatchewan Polytechnic, an individual must provide Human Resources with verification from the granting institutions of the academic credential and/or designation achieved.
2. If the academic credential and/or designation achieved is from outside Canada, evidence of Canadian equivalency may be required.
3. If any such academic credential and/or designation is subject to renewal, the individual is required to resubmit verification at the renewal period.
4. If a new credential is received, the employee is responsible to advise Human Resources and/or their immediate supervisor.
5. Saskatchewan Polytechnic will retain all such documentation in the employee's personnel file located in Human Resources.