

Policy Name	<b>Management Authorities Grid</b>		
Policy #	<b>504b</b>	Category	<b>General Administration</b>
Policy Sponsor	<b>Senior Management Council</b>	Previous Revision Date	<b>January 28, 2011</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>July 10, 2017</b>
Procedures Approved by	<b>President &amp; CEO</b>	Review Date	<b>See Policy Review Date or As Required</b>

See the related [POLICY](#).

## 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 the 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.”

## PROCEDURES

<b>CODE:</b>	<b>A: Authorize (lowest level)</b> <b>AR: Applied Research and Innovation</b> <b>CC: Capital Committee</b> <b>DAR: Donor and Alumni Relations</b> <b>FAC: Facilities</b> <b>HR: Human Resources</b> <b>IT: Information Technology Services</b> <b>LT: Learning Technologies</b> <b>SMC: Senior Management Council</b> <b>Required Consultation: Use of a forward slash (e.g., A/HR)</b>	<b>President &amp; CEO</b>	<b>Provost , CFO and VPs</b>	<b>AVPs &amp; Deans</b>	<b>Directors, Associate Deans &amp; OOS Equivalent</b>	<b>OOS Managers &amp; Academic Chairs</b>	<b>Budget Unit Managers</b>
<b>A. President &amp; CEO-Approved Saskatchewan Polytechnic Operational Policies</b>		<b>A</b>					

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<b>B. Human Resource Management</b>						
1. Hiring						
a) Out-of-Scope Positions at the Directors and OOS Equivalent Level and Higher						
i. Authorize Recruitment		A/SMC				
ii. Sign Letter of Offer		A				
b) Regular Full-Time and Part-Time Positions:						
i. Budgeted						A
ii. Unplanned Position within Available Division/School Resources			A			
iii. Unplanned Position without Available Division/School Resources		A				
c) End-Dated and Casual Positions						
i. Budgeted						A
ii. Unplanned Position within Available Division/School Resources				A		
iii. Unplanned Position without Available Division/School Resources			A			
d) Academic Supervisory Assignment (as per CBA)					A	
e) Recruitment Agency Use		A/HR				
f) Employment Contracts (e.g., Extension Contracts)						
i. Contract \$10,000 or Less					A	
ii. Contract \$20,000 or Less				A		
iii. Contract \$50,000 or Less			A			
iv. Contract \$50,001 or More		A				
v. Unplanned Position within Available Division/Department Resources			A			
vi. Unplanned Position without Available Division/Department Resources		A				

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g) Abolition of Regular Positions						
i. Vacant			A			
ii. Occupied		A				
iii. OOS Positions		A/SMC				
h) Relocation Allowance				A/HR		
i) Job Share					A/HR	
2. Probation						
a) Mid-Point Review					A	
b) Final Review					A	
c) Extend Probation					A/HR	
d) Fail and Terminate/Revert					A/HR	
3. Position Descriptions and Classifications						
a) Allocate Duties, Approve Descriptions					A/HR	
b) In-Scope Position Classification					A/HR	
c) Out-of-Scope Position Description (Bands 1-7)					A/HR	
d) Out-of-Scope Position Description (Bands 8 & 12)				A/HR		
e) Out-of-scope Position Description (Band 9)			A/HR			
f) Out-of-Scope Position Description (Band 10)		A/HR				
g) Out-of-Scope Position Description (Band 11)	A/HR					
h) Temporary Employment Contracts						A/HR
4. Temporary Performance of Higher Duties (TPHD)						
a) In-Scope					A	
b) Out-of-Scope (Bands 1-8)					A/HR	
c) Out-of-Scope (Bands 9-12)		A/HR				
5. Leaves						
a) Leave With Pay – Up to 10 Days					A	
b) Leave With Pay – More than 10 Days				A/HR		

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c) Leave Without Pay, Definite – 10 Days or Less					A	
d) Leave Without Pay, Definite – More than 10 Days				A/HR		
e) Leave Without Pay – Indefinite			A/HR			
f) Maternity/Paternity Leave					A	
g) Sick Leave – Advances			A/HR			
<b>6. Earned Days Off and Vacation</b>						
a) Earned Days Off Banked or Taken – as per CBA						A
b) Earned Days Off, Carryover (Exceptional Circumstances Only)					A/HR	
c) Earned Days Off, Payout (Exceptional Circumstances Only)				A/HR		
d) Vacation Leave Carryover – More than 10 Days (Exceptional Circumstances Only)			A			
e) Vacation Payout – In Scope			A/HR			
f) Vacation Payout – OOS		A/HR				
<b>7. Severance Pay</b>						
a) In-Scope			A/HR			
b) Out-of-Scope		A/HR				
<b>C. Administration of Salaries, Allowances, Professional Fees and Hospitality</b>						
<b>1. Payroll Administration</b>						
a) Regular Hours Worked					A	
b) Shift Differential					A	
c) Overtime – Prior Approval and Payment					A	
d) Excess Days/Hours (199-Day Year)				A		
e) Change in 199-Day Profile					A	
f) Temporary Market Stipend Administration		A/HR				
g) Relocation Allowance				A/HR		
h) Job Share					A/HR	

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2. Out-of-Province and Out-of-Country Travel (Prior Approval)			A			
3. Interview expenses					A/HR	
4. Fees						
a) Conference/Tuition Fees (excl. Professional Development Fund)						A
b) Reimbursement of Professional Fees Dues (Job Requirement)					A	
c) Ergonomic Assessments					A/HR	
5. Honoraria						A
6. Stipends – Guest Lecturers, Actors, Narrators (as per CBA)						A
<b>D. Administration of Purchasing, Purchasing Contracts and Employee Expense Reimbursements (Acquisition of Goods and Services Must Follow the Procurement Policy)</b>						
1. Business Hospitality: <sup>1</sup>						
a) \$1000 or Less per Event						A
b) \$5,000 or Less per Event					A	
c) \$10,000 or Less per Event				A		
d) \$20,000 or Less per Event			A			
e) Over \$20,001 per Event		A				
2. Purchasing, Purchasing Contracts and Employee Expense Reimbursements within Budget (Based on Amount over the Initial Term of Contract or Agreement)						
a) \$30,000 or Less						A
b) \$75,000 or Less					A	
c) \$500,000 or Less				A		
d) \$1,000,000 or Less			A			
e) \$3,000,000 or Less		A				
f) \$5,000,000 or Less	A					
g) Over \$5,000,000 [Management Authorities Grid: Board of Directors, Policy #504A-G]						

<sup>1</sup> One-up approval is required.

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3. Purchases Exceeding Division/Department Available Resources (in Conjunction with D(2) Minimum Authorities above).		A				
4. Corporate Card Purchases/Statements. <sup>1</sup>					A	
5. Mobile Communication Devices				A		
6. Single/Sole Sourcing				A		
7. Facility/Capital Projects:						
a) Funded through approved Capital Budget						
i. \$100,000 or Less			A/FAC			
ii. \$1,000,000 or Less		A/CC/SMC				
iii. \$2,000,000 or Less	A					
iv. More than \$2,000,000 (Management Authorities Grid: Board of Directors, Policy #504A-G]						
b) Unplanned or Unbudgeted – Funded through other Sources						
i. \$1,000,000 or Less		A/CC/SMC				
ii. Greater than \$1 million [Management Authorities Grid: Board of Directors, Policy #504A-G]						
c) Revised Project Budgets						
i. Less than 5% of Original Budget to Maximum of \$50,000			A/FAC			
ii. Greater than 5% of Original Budget or Greater than \$50,000		A/CC/SMC				
iii. Greater than \$1 million [Management Authorities Grid: Board of Directors, Policy #504A-G]						
8. Lease of Facility/Space						
a) Facility	Approval of FS & FAC plus D(2) minimum authorities					
b) All other Leases	Approval of D(2) minimum authorities					
9. Revenue Contracts [Over the Life of the Contract]						
a) \$100,000 or Less						A
b) \$250,000 or Less				A		
c) \$500,000 or Less			A			

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d) \$1,000,000 or Less		A				
e) \$3,000,000 or Less	A					
f) Over \$3,000,000 [Management Authorities Grid: Board of Directors, Policy #504A-G]						
10. Fundraising Campaigns and Projects (Single Total Aggregate over Complete Life of the Project, Grouped Projects, or Campaign)						
a) \$500,000 or Less				A/DAR		
b) \$1,000,000 or Less			A/DAR			
c) \$3,000,000 or Less		A/DAR				
d) \$5,000,000 or Less	A/DAR					
e) More than \$5,000,000 (Management Authorities Grid: Board of Directors, Policy #504A-G)						
11. Information Technology (Acquisition of Information Technology Solutions must follow the Procurement Policy)						
a) Acquisition of Information Technology Hardware and Software Solutions – Total Cost (excludes Devices acquired via Evergreen)						
i. \$30,000 or Less						A <sup>2</sup>
ii. \$75,000 or Less					A <sup>2</sup>	
iii. \$500,000 or Less				A <sup>2</sup>		
iv. \$1,000,000 or Less			A <sup>2</sup>			
v. \$3,000,000 or Less		A/SMC <sup>2</sup>				
vi. \$5,000,000 or Less	A/SMC <sup>2</sup>					
b) Acquisition of Hosted/Cloud Information Technology Solutions			A <sup>2</sup>			
12. Research Agreements (Total Value of the Contract)						
a) \$ 500,000 or Less				A/AR		
b) \$1,000,000 or Less			A/AR			
c) \$3,000,000 or Less		A/AR				

<sup>2</sup> Authorizations of technology acquisitions shall be **co-authorized** (versus “consulted”) with **Information Technology Systems** (all) and **Learning Technologies** (for technology impacting the learning ecosystem).

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d) \$5,000,000 or Less	<b>A/AR</b>					
e) More than \$5,000,000 (Management Authorities Grid: Board of Directors, Policy #504A-G)						