



Medicine Hat College Policy POLICIES

Policy #:	GA-01
Policy Authority:	Policy Analyst
Executive Sponsor:	Vice President, Administration and Finance
Approved by:	President and CEO
Effective Date:	March 26, 2015
Next Mandatory Review Date:	March 26, 2020
Frequency of Review:	Every five years

1. POLICY OBJECTIVE

As delegated by the Medicine Hat College (MHC) Board of Governors' Executive Limitations, the President is responsible to ensure the establishment of administrative and academic Policies. This Policy provides the parameters for the development, approval, implementation, communication and maintenance of Policies.

Policies are a foundational element of MHC management that enable consistent, effective, transparent and efficient decision making.

2. POLICY SCOPE

This Policy applies to all College-wide Policies under the authority of the President.

This Policy applies to all Members of the Medicine Hat College Community.

3. DEFINITIONS

- **Executive Sponsor:** A member of the Senior Executive Council (SEC) who is accountable for Policies and Procedures within their activity areas.
- **MHC or the College:** means Medicine Hat College
- **Medicine Hat College Community:** A Member of the Medicine Hat College Community, (Member(s), under this Policy includes, but is not limited to the following:
 - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) Student: any person enrolled in study at MHC.
 - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
 - (d) Contractor: an individual or company (and its employees) who provides services to MHC under a service contract (i.e. a non-employee-employer relationship).

(e) Community Member: any person working in collaboration with MHC for a business or an academic purpose or an external community member.

- **Policy:** A College-wide document that provides information to establish authority and responsibility, and define scope and limitations on activity. Policy is established to ensure organizational compliance with legislation and set structure as an enabler for organizational objectives.
- **Policy Authority:** A College Employee who is responsible for Policy development and implementation as delegated by the Executive Sponsor.
- **Policy Requirement Form (PRF):** A PRF is a form that must be completed whenever there is a requirement to create a new Policy, to change an existing Policy or to request that a Policy be rescinded.
- **Policy Stakeholders:** Those Members of the Medicine Hat College Community who have been determined to have an interest in the particular Policy in either a direct or indirect manner.
- **Procedure:** A College-wide document that provides instructions or processes for how Policies will be applied.

4. PRINCIPLES

- 4.1 Policies articulate the College's position on issues which have College-wide application and are subject to approval by the president and CEO.
- 4.2 Only Policies approved by the president will be considered MHC Policies.
- 4.3 Policies are binding on all members of the College community.
- 4.4 Policy development and review will be based on priority need for the organization as determined by the College's Senior Executive Council.
- 4.5 Policy will be in agreement with the mission, vision, values and guiding principles as set out by the MHC Board of Governors.
- 4.6 Policies will be established to ensure compliance with legislative and regulatory requirements. All applicable legislation and regulations will be documented within the Policy.
- 4.7 Breaches of MHC Policy shall result in disciplinary measures up to and including suspension, termination or expulsion.
- 4.8 Policies will be consistent with all College-wide Policies and Procedures.
- 4.9 Policy Stakeholders will be defined and engaged as part of the Policy development process.

- 4.10 Policies will be developed using the approved process and template as outlined in the MHC Procedure PR-GA-01-01: *Policy and Procedure Development and Approval*.
- 4.11 Policies will be written in plain English and applicable definitions will be provided.
- 4.12 Policies will be reviewed regularly as determined by the individual Policy review schedule. Ad hoc reviews may be required as a result of changes to legislation or regulations.
- 4.13 Policies will be made available to those bound by the Policy and to the public.
- 4.14 Policies will clearly identify relevant authorities responsible for implementing the Policy and ensuring compliance.

5. RESPONSIBILITIES

- 5.1 **Members of the Medicine Hat College Community** are responsible for:
 - (a) fulfilling the role and responsibilities of a Policy Stakeholder if engaged;
 - (b) being aware of and understanding policies; and
 - (c) being aware of and understanding this Policy and its associated procedures.
- 5.2 **Senior Executive Council** is responsible for prioritizing and overseeing MHC Policy activity.
- 5.3 **Executive Sponsors** are responsible for:
 - (a) ensuring resources are assigned responsibility for Policy development and maintenance for their activity area;
 - (b) Policy within their activity area;
 - (c) recommending the Policy for approval to the president and CEO; and
 - (d) interpretation and awareness of Policies.
- 5.4 **Policy Authorities** are responsible for:
 - (a) developing Policy and engaging stakeholders for input following the Procedures outlined in the MHC Procedure PR-GA-01-01: *Policy and Procedure Development and Approval*;
 - (b) developing an implementation and communications plan to ensure the Policy is implemented and communicated to the Medicine Hat College Community; and
 - (c) ensuring the Policy is kept current and complies with existing legislation or regulations.
- 5.5 **Policy Stakeholders** are responsible for meeting deadlines to provide timely and substantive feedback to Policy drafts.

6. APPLICABLE LEGISLATION/REGULATIONS

- *Post-Secondary Learning Act*

7. RELATED POLICIES

- GA-02: *Procedures*

8. RELATED PROCEDURES

- PR-GA-01-01: *Policy and Procedure Development and Approval*

9. RELATED INFORMATION

N/A

ORIGINAL COPY SIGNED

Denise Henning
President and CEO

March 26, 2015

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Wayne Resch
Vice-President, Administration and
Finance

March 26, 2015

DOCUMENT HISTORY

- March 2015 Policy approved