



## Medicine Hat College Policy PROCEDURES

Policy #:	GA-02
Policy Authority:	Policy Analyst
Executive Sponsor:	Vice President, Administration and Finance
Approved by:	President
Effective Date:	March 26, 2015
Next Mandatory Review Date:	March 26, 2020
Frequency of Review:	Every five years

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### 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 Procedures. This Policy provides the parameters around the development, approval, communication, implementation and maintenance of Procedures.

### 2. POLICY SCOPE

This Policy applies to all College-wide Procedures under the authority of the President and/or applicable vice-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 area. :
- **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.
- **Procedure:** A College-wide document that provides instructions or processes for how Policies will be applied.
- **Procedure Authority:** A College Employee who is responsible for the development and implementation of Procedures necessary to support Policies.
- **Procedure Stakeholders:** Those Members of the Medicine Hat College Community who have been determined to have an interest in the particular Procedure in either a direct or indirect manner.

#### 4. PRINCIPLES

- 4.1 Procedures provide information and instruction on how College Policy is to be implemented and applied.
- 4.2 Procedures have College-wide application and are subject to approval by the applicable College manager/director/dean/registrar.
- 4.3 Procedures are binding on all Members of the Medicine Hat College Community.
- 4.4 Procedure development and ensuring stakeholder engagement and review is the responsibility of applicable Procedure authority.
- 4.5 Procedures will be consistent with the mission, vision, values and guiding principles as set out by the MHC Board of Governors.
- 4.6 Procedures will ensure compliance with College Policy.
- 4.7 Procedures will be consistent with all College-wide Policies and Procedures.
- 4.8 Procedure Stakeholders will be defined and engaged as part of the Procedure development process.
- 4.9 Procedures 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*.
- 4.10 Procedures will be written in plain English and applicable definitions will be provided.

- 4.11 Procedures will be reviewed regularly as determined by the individual Procedure review schedule. Ad hoc reviews may be required as a result of changes to legislation or regulations.
- 4.12 Procedures will be made available to those bound by the Procedure and to the public as required.
- 4.13 Procedures will clearly identify roles and responsibilities, process steps as applicable, and will include any forms.

## 5. RESPONSIBILITIES

- 5.1 **Members of the Medicine Hat College Community** are responsible for:
  - (a) fulfilling the role and responsibilities of a Procedure 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 overarching oversight of MHC Procedure development activities and for approving Procedures.
- 5.3 **Policy Authorities** are responsible for assigning responsibility for Procedure development to the Procedure Authority or assuming that responsibility themselves.
- 5.4 **Procedure Authorities** are responsible for:
  - (d) developing Procedure and engaging stakeholders for input following the Procedures outlined in the MHC Procedure: PR-GA-01-01: *Policy and Procedure Development and Approval*;
  - (e) ensuring the Procedures are kept current and comply with College Policy; and
  - (f) The Procedure Authority is responsible for developing an implementation and communications plan to ensure Procedures are implemented and communicated to the College Community.
- 5.5 **Procedure Stakeholders** are responsible for meeting deadlines to provide timely and substantive feedback to Procedure drafts.

## 6. APPLICABLE LEGISLATION/REGULATIONS

- *Post-Secondary Learning Act*

## 7. RELATED POLICIES

- *GA-01: Policies*

## 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

***ORIGINAL COPY SIGNED***

Wayne Resch  
Vice-President, Administration and  
Finance

March 26, 2015

**DOCUMENT HISTORY**

- March 2015 Policy approved