**POLICIES AND PROCEDURES CRITICAL PATH**

**1.    POLICY DEVELOPMENT**

**Responsibility: Vice-President, Executive Directors**

**Includes: Rationale, draft policy, preliminary consultation with appropriate committees and college officials, consideration of legal, moral, regulatory, human resources, labour relations and strategic directions implications.**

**2.    PRELIMINARY APPROVAL**

**Responsibility: Vice-President or Executive Director**

**Includes: Getting preliminary approval in principle from ELT and/or ALT.**

**3.    FORMAL CONSULTATION**

**Responsibility: Vice-President or Executive Director**

**Includes: Tabling with College Council and other college-wide governance bodies.**

**4.    FINAL ADMINISTRATIVE APPROVAL**

**Responsibility: Vice-President or Executive Director**

**Includes: Getting final approval from ELT and/or ALT.**

**5.    BOARD APPROVAL**

**Responsibility: Vice-President or Executive Director**

**Includes: Getting the policy approved by appropriate standing committee and full Board.**

**6.    DISTRIBUTION and updates from a central location**

**Responsibility: Office of the Vice-President, Human Resources and Strategic Development.**

**Includes:**

* **Initial compilation of all policies in a central binder located in the Office of the Vice-President, Human Resources & Strategic Development**
* **Posting of all approved Policies/Procedures on the College Web site.**

**7.    IMPLEMENTATION**

**Responsibility: Line Managers, in conjunction with the central location.**

**Includes: The organizational will to maintain current college policies; training and briefing of staff; monitoring and ensuring compliance; reviewing and updating.**

**March 22, 1993**

**(updated September 10, 1993, August 14, 1998, December, 2009)**