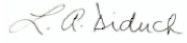


Policy Manual

Policy #	GA602
Approved by:	Executive Committee
Approval Date:	May 20, 2022
Policy Holder Signature:	
Policy Holder:	Vice President Human Resources and Organizational Effectiveness
Administrative Contact:	Chief Legal, Risk and Privacy Officer
Replaces Policy Dated:	February 25, 2015
Review Date:	5 years from approval date

Policy and Procedure Development Framework

Purpose/Rationale:

This policy provides a consistent approach to the development, approval, communication, implementation, and revision of all Humber College Institute of Technology & Advanced Learning (hereafter referred to as “Humber” or “the College”) college-wide policies and procedures.

This document is available in alternate format on request.

Scope:

This applies to all Humber employees who are involved in the revision or development of policies and procedures that apply across the college. This does not apply to specific school and departmental policies and procedures.

Definitions:

Administrator: normally refers to the Humber management team members who has lead responsibility for the policy/procedure as part of his/her responsibilities.

Administrative Contact: The Administrator who has lead responsibility for the policy/procedure as part of his/her responsibilities.

Policy: A formal document that communicates broad principles of operation and standards on a particular subject to guide the actions and decision-making of individuals which may include employees, students, visitors and contractors. It communicates the College’s official position statement of what is expected on issues that have college-wide application. It may be in place because of a law, regulation, a risk to the College, students or others or an organizational requirement.

Policy Holder: The Vice President who is designated in the policy to be accountable for the content of the policy and who is responsible for the implementation of the policy.

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Procedure: An operational set of specific action steps and processes required to support the implementation of the policy, where needed. It may identify roles and assign responsibilities for the activities.

Policy:

1. Policies will provide management guidelines to regulate direct and control organizational actions and conduct and will be consistent with Humber by-laws, mission, values, strategic priorities and strategies, collective agreements, Ministry of Training, Colleges and Universities and/or other government directives and/or legislation.
2. Types of policies will include:
 - Academic - learning and, teaching;
 - Human Resources - occupational health and safety, human resources, equity and diversity;
 - Student Services - library, student supports;
 - Administrative - communications/marketing, public safety, finance, facilities, information technology, general operations.
 - Research
 - Marketing and Communications
 - Governance

At the discretion of the Policy Holder, a college-wide procedure(s) related to a policy may be developed where there is a need to provide specific operational instructions on steps to take when a situation occurs.

3. All approved policies will be binding on all individuals identified in the Scope of each policy.
4. All employees will be responsible for being familiar with all policies and procedures (where applicable) that relate to their job duties.
5. Policies and procedures (where applicable) will be developed in consultation with key stakeholders identified by the Policy Holder with the Administrator responsible for developing the policy in accordance with the Procedure.
6. All policies and related procedures (where applicable) will be documented on the Humber Policy and Procedure Templates (Appendix A and B to the Procedure Manual).
7. Department or faculty-specific policies and procedure(s) may be approved by applicable Executive Team member provided the process set out in the Procedure Manual is followed.
8. The Executive Team will review and approve all policies and related procedure(s) that are corporate in scope and other policies and procedure(s) as may be required.
9. The President may request Board of Governors' approval on policies such as those that pertain to governance, those that apply to members of the Board of Governors, those specified by the Government of Ontario as requiring Board of Governors approval, and/or those related to legislation. See Appendix A for list of Policies to be Provided to the Board of Governors.

10. Policy and procedure (where applicable) implementation and communication will be the responsibility of the Policy Holder.
11. All policies and procedures (where applicable) will be available to the Humber community through the [Humber website](#).
12. To ensure relevancy and currency, all policies and related procedures (where applicable) will be reviewed on an as needed or legislated basis and/or at least every five years. Policy reviews shall be completed in accordance with the Policy and Procedure Maintenance Guideline attached hereto as Appendix B. Notwithstanding the foregoing, if a policy is not reviewed by the reviewed date designated therein, unless otherwise indicated by Humber's Executive Committee, such policy will remain in effect and will not be deemed to have lapsed or expired.
13. Minor revisions to the Policy or Procedure that do not substantively change the document such as correction of typos, updating roles, updating embedded links or adding additional appended documents for ease of reference may be undertaken without the need for the full review and approval process outlined herein provided, however, that such changes are communicated to and recorded with the Legal, Risk and Privacy Office for the purposes of updating Humber's official database of policies

References:

None

Appendices:

Appendix A: Policies to be Provided to the Board of Governors

Appendix B: Policy and Procedure Maintenance Guideline

Related Procedure:

Policy and Procedure Development Procedure

Appendix A

Policies To Be Provided to the Board of Governors

As defined in paragraph 9 of this policy, certain policies will be provided to the Board of Governors' for information and/or approval as appropriate, including, without limitation:

- 1) Signing Authority
- 2) Protected Disclosure (Whistleblower)
- 3) Human Rights
- 4) Occupational Health and Safety
- 5) Accessibility (AODA)
- 6) Acceptable Use for Technical Services
- 7) Purchasing
- 8) Travel and Expense
- 9) Banking Authority
- 10) Policies mandated by the Government of Ontario or applicable legislation requiring Board of Governors approval

Appendix B

Policy and Procedure Maintenance Guideline

Purpose/Rationale:

This guideline is intended to provide The Humber College Institute of Technology and Advanced Learning (hereafter referred to as “Humber” or “the College”) with a guideline with respect to policy and procedure maintenance.

This guideline is applicable to all Humber-approved policies.

Definitions:

Administrative Contact: The Administrator who has lead responsibility for the policy/procedure as part of their responsibilities.

Policy: A formal document that communicates broad principles of operation and standards on a particular subject to guide the actions and decision-making of individuals which may include employees, students, visitors and contractors. It communicates the College’s official position statement of what is expected on issues that have college-wide application. It may be in place because of a law, regulation, a risk to the College, students or others or an organizational requirement.

Policy Holder: The Executive Member who is designated in the policy to be accountable for the content of the policy and who is responsible for the implementation of the policy.

Procedure: An operational set of specific action steps and processes required to support the implementation of the policy, where needed. It may identify roles and assign responsibilities for the activities.

Guideline:

1. Legal, Risk and Privacy Office Responsibilities

- 1.1 Humber’s Legal, Risk and Privacy (“LRP”) office shall review the College’s policy registry on a monthly basis and provide six (6) months’ notice of expected review/renewal date to applicable policy Administrative Contact.
- 1.2 The LRP office shall provide one (1) months’ notice of expected review/renewal date to the applicable Policy Holder.

2. Administrative Contact Responsibilities

- 2.1 The Administrative Contact shall be responsible for administering a review of the applicable policy which has an upcoming review/renewal date.
- 2.2 The Administrative Contact is responsible to conduct a policy review in order to identify the following, including but not limited to:
- ongoing need for the Policy in relation to its stated purpose and that it remains consistent in relation to Humber's overall strategic plan;
 - compliance in terms of the way that the Policy is being followed;
 - potential need to change the Policy so as to improve its effectiveness or otherwise to clarify relevant documentation;
 - potential need to change the Policy to ensure it is up to date and aligns with best practice in industry and/or higher education;
 - compliance with other legislative requirements;
 - need to change the implementation process, for example, when additional communication or staff training activities could be required; and/or
 - is the Policy still relevant, and if not, propose the removal to the Policy Holder of the policy in question, and upon Policy Holder's approval, notify the Legal, Risk and Privacy Office.
- 2.3 If the Administrative Contact determines that the applicable Policy is still relevant but requires a review, they shall initiate a revision to the Policy, in consultation with applicable College stakeholders. The review shall be in accordance with Humber's Policy and Procedure Development Framework Procedure.

Appendix:

N/A

References:

Policy and Procedure Development Framework Policy and Procedure