



Northlands College Policy Delegation of Authority

Appendix C –People & Culture Related

Pay Related	Signing Authority
Next year's allocation of Special Northern Leave	Director, People and Culture
Pay Step Increment	Director, People and Culture
Retro-active increase (pay correction or CBA)	Director, People and Culture
Temporary Assignment of Higher Duties	Out-of-Scope Supervisor and President and CEO
Overtime	Out-of-Scope Supervisor
Leaves Without Pay	President and CEO
Paid Leaves	Supervisor (union leave – OOS Manager)
Termination and Severance Pay	Vice President of Division and President and CEO
Maternity/Parental Leave	President and CEO
Determination of Benefits – In-Scope	SGEU Health and Welfare Trust
Determination of Benefits – Out-of-Scope	Regional Colleges Human Resources Committee
Rate of Pay	Director, People and Culture
Additional benefits in job offers	President & CEO
Recruitment	Signing Authority
Job Descriptions	Vice President of Division and Director, People and Culture
Job Posting	Vice President of Division
Recommendation for Hire	Vice President of Division and Director, People and Culture
Letters of Offer	President and CEO
Relocation allowance	President and CEO
Policy Driven	Signing Authority
Accommodations	Supervisor/Manager and Director, People & Culture
Blended Work Arrangement	Vice President of Division
Long Service & Employee Retirement Recognition	Executive Coordinator
Administration of Pressing Necessity & Bereavement	Director, People and Culture
Employee Evaluation	Supervisor, Next level out of scope manager
Discipline	Out-of-Scope Manager
Employee Development/Education Leave	Board of Directors
Short-term Professional Development	Out-of-Scope Manager ≤ \$2K, President and CEO > \$2K



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Collective Agreement Terms & Conditions	Signing Authority
In-Scope Class Plan – Form A1 – Initial Job Evaluation	Union and Management Class Plan Representatives
In-Scope Class Plan – Form A2 – Job Evaluation	Employee, OOS Manager and then 2 nd level to Joint Regional Colleges Union & Management Job Evaluation Sub-Committee
Collective Agreement upon Ratification by the Board for Management and by in-scope employees for the Union	Union and Management Bargaining Committees
Hours of Work	Out-of-Scope Manager
Layoff	Vice President of Division
EFAP	Regional Colleges Human Resources Officers
Grievance – Step 1	Out-of-Scope Manager, Director, People and Culture
Grievance – Step 2	Vice President of Division, Director, People and Culture
Grievance Arbitration	President and CEO, Vice President of Division and Director, People and Culture
Out-of-Scope Classification Plan	Signing Authority
Initial Classification	Director, People and Culture and OOS Manager – 2 nd level HRO Committee