

POLICY AND PROCEDURE FRAMEWORK POLICY

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	General
Policy Number:	A01
Approval Date:	October 17, 2019
Effective Date:	October 17, 2019
Policy Owner:	Chief of Staff

Objective:	<p>This policy governs the development, implementation and review of all Olds College (College) policies and procedures. It ensures that College policies and procedures are established, monitored, and reviewed consistently and appropriately.</p> <p>Authority to establish this policy is derived from the Olds College Board of Governors which delegates authority to the President for all operational matters, including establishing policies and procedures for the College’s management and operation.</p>
Policy:	<p>The process by which all new and revised College policies and procedures are determined, designed, approved, communicated, maintained, and retired is to be in compliance with this policy.</p> <p>The President may issue policy statements on various matters that affect the College. Such statements are to be consistent with policies adopted by the College’s Board of Governors (the Board) and are to be within the limits established by the Board where applicable. Under the authority delegated to the President from the Board, policies and procedures may be established by Policy and Procedure Owners to assist in the operation of their particular areas of responsibility. The Policy Framework for College Policies is the responsibility of the College Leadership Team.</p> <p>Noncompliance: As per the Code of Conduct Policy, employees are expected to demonstrate a high standard of personal conduct at the College. This includes upholding the law and following College policy and procedure. Consequences of noncompliance will be in accordance with College policy and procedure, and/or as required by legislation.</p>

Definitions:

College Policy and Procedure Framework: the steps taken by which all College policies and procedures are developed. The framework governs the determination, development, implementation and review of all College policies and procedures. The framework ensures that College policies and procedures are identified, established, monitored, and reviewed in a transparent and universal manner. All College policies and procedures are subject to a formal approval process and are stored in a centrally maintained online policy and procedure repository.

Policy: a written expression of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the College community to support good judgment and discretion in the management of College affairs.

Policy and Procedure Owner: individual responsible for the ownership of specific policies and procedures within the College. A Policy and Procedure Owner is the individual responsible for the identification, creation, and implementation of respective policies and procedures. The Policy and Procedure Owner is responsible for the interpretation and awareness of the policy or procedure, and for championing overall compliance within the College community. A Policy and Procedure Owner is a member of the College Leadership Team.

Procedure: a written statement that stipulates specific actions to be taken to conform to established policies, and allow for the systematic implementation of those policies. Procedures often include detailed step-by-step descriptions of what to do, and normally identify the use of any relevant forms.

Related Information:

- [Post-Secondary Learning Act, Section 81\(3\)](#)
- [Olds College - Policy Template](#)
- [Olds College - Procedure Template](#)

Related Procedures:

- [Policy and Procedure Framework Procedure](#)

Review Period:

3 years
Next Review: October 17, 2022

Revision History:

November 20, 2017 - significant revision - new Policy and Procedure Framework established
March 27, 2015 - revised
May 23, 2013 - revised
January 7, 1994 - revised