Policy Development

Policy Number:	**5302**
Key Process Area:	**Operational Excellence**
Owner:	**VP FA**
Current Approved Date:	**September 2023**

POLICY STATEMENT

NBCC values leadership with integrity and demonstrates that by taking pride in its collective accountability. Policies provide direction for the actions of College Community Members and further the College's strategic direction and advance core values. College Community Members are expected to abide by NBCC policies.

PURPOSE

This policy establishes:

- Principles upon which policies shall be established by the College Community Members;
- Structure and accountabilities by which Community College Members develop, revise, review, approve, and implement NBCC policies.

SCOPE AND LIMITATIONS

This policy applies to all staff (Employees) and partners of NBCC (i.e. College Community Members) and activity at all Community Locations. College Community Members are responsible for familiarizing themselves with and complying with NBCC policies. More specifically, compliance with NBCC policies is a condition of employment.

This policy does not supersede protocols as may be separately outlined by NBCC's Board of Governors related to the development, revision, review, approval, and implementation of by-laws, executive limitations and/or matters governing the operations of the Board and committees.

1.0   DEFINITIONS

College Community Members - any person who studies, teaches, conducts research, or works at or under the auspices of the College, regardless of Community Location, including but not limited to:

- A person who is an Employee of the College;
- A student of the College (i.e. learners); and,
- Partners of the College

Community Locations – includes but is not limited to locations where College Community Members interact such as:

- NBCC campuses including Corporate office.
- Off-site training facilities arranged by NBCC for work or education purposes.
- During travel (e.g. ground and air transportation) for, attendance at and/or participation in face-to-face or virtual locations (including but not limited to Use of Social Media), whether required due to employment or voluntary, related to:
  - o Business or instructional environments related to employment.
  - o Official or social NBCC functions.

        o   Education programs or opportunities (e.g. conference or seminar).

Employee – a person who meets the definition of Employee under the Public Service Labour Relations Act and as may be further described in collective agreements.

Partners – including but not limited to Visiting Scholars, volunteers, contractors, fee-for-service individuals, clients of NBCC and any other persons while they are acting on behalf of or at the request of the College.

Policy
a decision, governing body. Policies are statements of principle that define how the college will act in a particular area of operation, but do not prescribe in detail how to perform a certain function.

Policy Sponsor
A member of the Senior Executive Team (SET) who has accountability and responsibility for policy typically within a specific department or division.

Policy Owner
A member of the College Leadership Team (CLT) who has delegated ownership for the development and management of a policy and the related documents.

Policy Lead
A member assigned by the Policy Owner to lead the creation, deletion, and modification of a policy and related documents. The lead may create and be supported by a working group.

Effective Date
The date a college Policy takes effect. Typically the date it is approved by the President or at a later date specified by the Policy Owner.

Minor Revision
Minor revisions include formatting changes, correction of typographical errors and other editorial amendments (ie: name changes, removal of references, organizational changes such as titles or department names) that do not impact the original intent of the policy.

Major Revision
Major revisions include new, retired, deactivated and revision that affect the original intent or content of the policy.

2.0   PRINCIPLES

2.1   Policies shall:

    2.1.1   Comply with, and in no case shall supersede, applicable law.

    2.1.2   Promote efficiency, effectiveness, and consistency of decision-making.

    2.1.3   Promote risk management strategies such as risk avoidance, minimization of impact or probability or transfer.

    2.1.4   Provide clarity and consistency of content and a standardized format with which such content is presented.

3.0   IMPLEMENTATION

3.1   General

3.1.1   College units or departments may establish-procedures for matters within their purview. They may not contradict College Policy, with contradiction, College Policy or relevant collective agreement will prevail.

3.1.2   The President holds authority for approval of College policies.

        3.1.2.1   Ownership/Sponsors may be designated for development, review and recommendation to Council.

3.2   Policy Review Schedule

3.2.1   All policies will be reviewed on a five-year schedule. Policies due for review will be included in the annual review schedule.

3.2.2   New policies will be scheduled for review one-year after implementation before moving to a five-year rotation.

3.2.3   A Policy Sponsor can recommend a policy for major revision outside of the schedule.

3.2.4   Any policy with an incomplete review (not presented to Council or not recommended for approval by Council) will be automatically deferred to the next review schedule or alternate timeline as approved by the policy owner.

3.2.5   Policy on the review schedule will have a related status indicating the reason the policy has been included. Status will be defined as: New, Renewed, Revised, Retired

3.3   Policy Review & Development

3.3.1   All policies are written in accordance with NBCC's Style Guide (3000.5153) using NBCC's policy development framework (5302.4696).

3.3.2   Operational Excellence has the right to make non-substantial revisions for the purposes of conformity to NBCC Standards and quality assurance.

3.3.3   A Policy Summary Change Form will be used to document the details of the review and included with all Policy submitted to Council.

4.0   ACCESS & COMMUNICATION

All policies and related documents will be posted in the College's Document Repository found on the public website. The version posted is the official version.

The College Document Repository will be owned and maintained by Operational Excellence.

Policy owners are responsible for ensuring timely communication for all major changes to policy.