

POLICY DEVELOPMENT FRAMEWORK			
Effective Date	May 19, 2016	Cross- Reference	1. Employee Discipline Policy
Responsibility	President and CEO	Appendices	1. Approved Policy List and Review Schedule
Approver	Executive Council		2. Policy Template
Review Schedule	Every 5 Years		3. Policy Development Process and Procedures 4. Policy Review/Change Form

1. Policy Statement

- 1.1. In developing and approving policies for Grande Prairie Regional College ("GPRC" or the "College"), GPRC will apply a common Policy Development Framework that requires the completion of key activities in the development of all new policies or the review of any existing policies. Through the application of the Framework, policies and supporting procedures will be developed in a consistent manner and reviewed regularly as part of a planned and structured process.
- 1.2. The appendices and procedures associated with any policy may be reviewed alongside the policy and can also be reviewed and revised independently of the policy. Changes to appendices and procedures can be initiated by the policy owner and approved by the Policy Review Body. They do not require full staff consultation or Executive Council or Academic Council approval.

2. Background

- 2.1. The Policy Development Framework provides the context and guidance for establishing College policies/procedures and ensures policies are relevant, authoritative and consistent with applicable Executive Council directives, other College policies, legislation and regulations.

3. Policy Objective

- 3.1. The purpose of the Policy Development Framework is to provide clear guidelines on policy development, consultation, review, approval, and implementation, in order to ensure consistency, quality, and adherence to the goals of the College.

4. Scope

- 4.1. This policy applies to all Administrative policies under the authority of the Executive Council.
- 4.2. This policy applies to all Academic Policies under the authority of the Academic Council.

5. Definitions

- 5.1. "Policy Type" indicates whether a policy is an Academic Policy or an Administrative Policy.
- 5.2. "Policy Approval Body" means the College committee responsible for the formal approval of a policy. The committee varies by Policy Type.

- 5.3. “Policy Review Body” means the College committee responsible for reviewing a policy before submitting it for approval and reviewing the applicable policy change forms. The committee varies by Policy Type.
- 5.4. “Policy Coordinator” means the position responsible for ensuring the policy process is being followed correctly. This responsibility varies by Policy Type.
- 5.5. “Member of the College Community” means employees, students and contractors of GPRC.
- 5.6. “Policy” or “Policies” means statements that establish expectations for decisions made, or action taken by members of the College community. Policies typically describe the “what” rather than the “how” through general statements that can vary in degrees of specificity depending on their nature and complexity. Policies are subject to a formal review and approval process.
- 5.7. “Policy Owner” means a person formally designated with the responsibility for maintaining the ongoing content and accuracy of a policy and implementing and ensuring compliance with its requirements.
- 5.8. “Procedure(s)” means established instructions, steps or methods for the implementation, enforcement or administration of a College policy. Procedures typically describe the “how” rather than the “what” and provide the steps and activities required to comply with policy requirements.

6. Guiding Principles – Policy Development, Approval, Communication, Implementation and Monitoring

- 6.1. GPRC policies will reflect the mission, vision, values and strategic objectives of the College; guide governance and decision making; and, regulate individual and organizational actions.
- 6.2. All members of the College community are bound by College policies and are responsible for ensuring they have read and understood them. Any person who knowingly or unknowingly violates a College policy may be subject to disciplinary action as outlined in the Employee Discipline Policy.
- 6.3. Appropriate levels of input will be obtained and considered in policy development. Input may be obtained from internal and external stakeholders including students, faculty, administrators, support staff, Government representatives and professional advisors.
- 6.4. GPRC’s policies will be consistent with applicable Executive Council directives and authority, and other College policies, legislation and regulations.

6.5. Roles for policies differ by Policy Type and are indicated in the following table:

Policy Type	Policy Coordinator	Policy Review Body	Policy Approval Body
Administrative	Administrative Assistant, President's Office	Senior Leadership Team	Executive Council
Academic	Executive Assistant to the Vice-President Academics and Research	Deans and Directors Committee <i>(in consultation with Deans and Chairs Committee)</i>	Academic Council

- 6.6. **Appendix 1** contains a complete list of approved policies along with Approval Bodies and Policy Owners.
- 6.7. GPRC policies will be developed, revised and presented using the College standard template. The template includes the required components of a policy, and is available for the development of new policies and revision of existing policies. The template and guidelines are shown in **Appendix 2**.
- 6.8. GPRC policy and procedure development/amendment, review, approval, communication, implementation and monitoring, including new policies or amendments to existing policies, shall follow the procedures outlined in **Appendix 3**.
- 6.9. Implementation of the approved policy and procedures and ensuring compliance with policy requirements will be the responsibility of the Policy Owner.
- 6.10. If a policy is terminated, a termination date should appear on the List of Dates and (terminated) can be added to the policy title.
- 6.11. Hard copy manuals of the administrative policies and procedures will not be produced. The complete list of policies and procedures will be available exclusively on the GPRC public website at www.gprc.ab.ca and internally through the GPRC Assistant.

7. Guiding Principles – Administrative Policy Review Cycle

- 7.1. Policy reviews will take one of three forms:
- 7.1.1. **Periodic policy reviews** of a policy will be conducted, at a minimum, every five years with certain policies being reviewed more often depending on the nature or context of the policy (e.g. changing technology). Policies shall be reviewed in accordance with the schedule contained in **Appendix 1**. The review will entail a comprehensive assessment of the accuracy, completeness, and appropriateness of the entire policy and will be completed within 90 days of the policy's specified review date. Policies undergoing significant change will have the revisions completed within six months of the review date.
- 7.1.2. **Post-implementation reviews** will address any issues that may arise during the implementation of a policy or during its first year of operation and will be completed by the Policy Owner within 18 months from the policy's approval date.

7.1.3. **Ad hoc reviews** will be initiated by an employee submitting a *Policy Review/Change Request*. The decision as to whether to amend the policy will be left to the discretion of the Policy Review Body. Ad hoc change requests will be processed and, if required, corresponding policy changes will be completed within six months of having received the request.

7.2. Policy creation, policy reviews and any resulting policy and procedure development/ amendment shall follow the policy review process shown in **Appendix 3**.

7.3. Policies that are closely related to those under review will be reviewed concurrently to optimize alignment between the related policies. Wherever possible, policies should be amalgamated, simplified and condensed.

7.4. Superseded versions of the policies will be maintained by the Policy Coordinator for consultative and historical purposes.

8. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Policy Approval Body	<ul style="list-style-type: none"> Reviews and approves all new policies and revisions to existing policies based on recommendations from the Policy Review Body.
Policy Review Body	<ul style="list-style-type: none"> Provides feedback and recommendations for policy revisions and development as part of the policy review process.
Policy Owner	<ul style="list-style-type: none"> Leads or carries out policy pre-development, drafting, consultation, review and approval activities Leads or updates or drafts associated procedures to support the new or revised policy Reviews policies on a continual basis, at a minimum annually, to determine if the content is complete, relevant and up to date Reviews and approves policy change requests and initiates the on-line policy review process via the “<i>Administrative Policy Review/Change Form</i>” Manages policy development and revision; reviews and applies (as deemed workable) suggestions made through the on-line policy review process and edits and revises policy to completion Oversees the implementation and post-implementation review of approved policies
Policy Coordinator	<ul style="list-style-type: none"> Tracks policy revision history and any problems with the implementation of or compliance with current policies that may result in revisions Administers the Formal Policy Process outlined in Appendix 3. Maintains library of terminated and superseded policies
Employees	<ul style="list-style-type: none"> Comply with the requirements of this policy applicable to them at all times. Submit <i>Policy Review/Change Request</i> forms to the Policy Coordinator, as per section 7.1.3. Participate in the Policy Feedback Process outlined in Appendix 3.

9. Exceptions to the Policy

9.1. No exceptions.

10. Amendments (Revision History)

10.1. December 5, 2016

POLICY DEVELOPMENT FRAMEWORK

APPENDIX 1



Appendix 1 – Approved Policy List and Review Schedule

POLICY CATEGORY	POLICY NAME	APPROVAL BODY	POLICY OWNER	LAST REVIEW DATE	REVIEW SCHEDULE	NEXT REVIEW DATE
Policy Development	Policy Development Framework	Executive Council	President	27-Apr-16	5 Years	
Information Management	Protection of Privacy Policy	Executive Council	Vice-President Administration		5 Years	
	Records Classification and Handling Policy	Executive Council	Vice-President Administration		5 Years	
	Records Management Policy	Executive Council	Vice-President Administration		5 Years	
Information Technology	IT Acceptable Use Policy	Executive Council	Director, IT		5 Years	
	IT Access Control and User Management Policy	Executive Council	Director, IT		5 Years	
	IT Change Management Policy	Executive Council	Director, IT		5 Years	
	IT Continuity, Backup, and Recovery Policy	Executive Council	Director, IT		5 Years	
	IT Electronic Mail Policy	Executive Council	Director, IT		5 Years	
	IT Operations and Maintenance Policy	Executive Council	Director, IT		5 Years	
	IT Password Policy	Executive Council	Director, IT		5 Years	
	IT Security Incident Management Policy	Executive Council	Director, IT		5 Years	
	IT Security Policy	Executive Council	Director, IT		5 Years	
	IT Technology Access Policy	Executive Council	Director, IT		5 Years	
Policies will be added as they are approved.						

Appendix 2 – Policy Template

TITLE OF THE POLICY			
Effective Date	Date the Policy is approved	Cross- Reference	Related policies, procedures, manuals and/or reference materials include if this policy replaces another/other policies.
Responsibility	Title of the person(s) responsible for ownership and implementation of the policy		
Approver	Title of the person(s) responsible for approval of the policy	Appendices	List of policy appendices.
Review Schedule	How many years between reviews (max 5 Years)		

1. Policy Statement

- 1.1. Summarize the intent of the policy and the College's position on the policy area(s) addressed.

2. Background

- 2.1. Provide a brief overview and context as to why the policy exists and the risks the policy is designed to address.

3. Policy Objective

- 3.1. Summarize the desired effect or outcome of the policy.

4. Scope

- 4.1. Identify the internal or external stakeholder(s) that are affected by this policy.

5. Definitions

- 5.1. Outline key terms used within the Policy and provide definitions for these key terms.

6. Guiding Principles

- 6.1. Outline guideline, key concepts and procedures to be applied in implementing the policy.

7. Roles and Responsibilities

- 7.1. Clearly define the roles and responsibilities of all those involved in the implementation and/or monitoring of the policy requirements.

8. Exceptions to the Policy

- 8.1. Outline any exceptions to the policy, along with the process followed in obtaining approval (if any) of the exception, and the documentation to be maintained to evidence the exception and related approval.

9. Inquiries

- 9.1. Identify the title of the person(s) responsible for providing further clarification on the policy requirements.

10. Amendments (Revision History)

- 10.1. Includes the history of dates of previous policy revisions and the date of the most recent revision to the policy.

Appendix A – Optional

Can include any schedules and detailed guidelines that enable members of the College community to follow the required course of action. For some policies this may include information that changes on a regular basis such as college travel reimbursement costs.

Appendix 3 – Policy Development Process and Procedures

Policy and procedure development will be carried out by the Policy Owner, or a delegated sub-committee of the Policy Owner. The Policy Owner will establish and monitor policies and procedures in accordance with the following five stages:

1. Policy Creation

- 1.1. Policy development begins with the identification of an issue or gap that requires the development of a new policy or a revision of an existing one.
- 1.2. Policy issues or gaps can be noted by any member of the College Community during post-implementation reviews, as part of the periodic policy review cycle, or on an ad hoc basis throughout the year.
- 1.3. If the identified issue or gap requires review of an existing policy, follow the appropriate Policy Review section below.
- 1.4. If the identified issue or gap may require creation of a new policy:
 - 1.4.1. Complete and submit the *Policy Review/Change Form* (**Appendix 4**) to the Policy Coordinator.
 - 1.4.2. The Policy Coordinator will submit the form to the appropriate Policy Review Body.
 - 1.4.3. The Policy Review Body will review the form and either:
 - 1.4.3.1. Assign the development of a new policy to a Policy Owner.
 - 1.4.3.2. Assign the review of an existing policy to a Policy Owner.
 - 1.4.3.3. Determine that a new policy is not required.
 - 1.4.4. The Policy Coordinator will communicate the Policy Review Body's decision to the employee who submitted the *Policy Review/Change Form*.

2. Policy Deletion

- 2.1. Policy deletion should follow the Formal Policy Evaluation Process.

3. Policy Review

Policy reviews will take one of three forms:

- 3.1. Periodic Policy Review
 - 3.1.1. Regular policy reviews will be conducted, at a minimum, every five years with certain policies being reviewed more often depending on the nature or context of the policy (e.g. changing technology). The review will entail a comprehensive assessment of the accuracy, completeness, and appropriateness of the entire policy.
 - 3.1.2. On a regular basis, the Policy Coordinator will develop a list of those policies that require review. The Policy Coordinator will forward the policies and a *Policy Review/Change Form* (**Appendix 4**) to the Policy Owner.
 - 3.1.3. Evaluation of the *Policy Review/Change Forms* will follow the Formal Policy Evaluation process.

3.2. Post-Implementation Policy Review

- 3.2.1. Post-implementation policy reviews will address any issues that may arise during the implementation of a policy or during its first year of operation.
- 3.2.2. One year after a policy is approved, the Policy Coordinator will forward the policy and a *Policy Review/Change Form* (**Appendix 4**) to the Policy Owner.
- 3.2.3. Evaluation of the *Policy Review/Change Forms* will follow the Formal Policy Evaluation process.

3.3. Ad Hoc Policy Review

- 3.3.1. For policy issues or gaps noted throughout the year (i.e. ad hoc) with new and/or existing policies, members of the College Community should complete the *Policy Review/Change Form* (**Appendix 4**) and forward it to the Policy Coordinator.
- 3.3.2. The Policy Coordinator will present the *Policy Review/Change Forms* to the applicable Policy Owner.
- 3.3.3. Evaluation of the *Policy Review/Change Forms* will follow the Formal Policy Evaluation process.

4. Formal Policy Evaluation Process

- 4.1. The Policy Owner will review the *Policy Review/Change Form* (**Appendix 4**) to determine if the policy requires formal review and development; if it requires minor editorial updates that do not affect the substance of the policy; and if it does not require development, amendment or removal.
 - 4.1.1. For those policies deemed to require formal review or development:
 - 4.1.1.1. The Policy Owner is required to sign the Policy Review/Change Form indicating agreement to proceed with policy review/development.
 - 4.1.1.2. The Policy Owner will follow the Formal Policy Development Process.
 - 4.1.2. For those policies deemed to require minor editor editorial updates that do not affect the substance of the policy:
 - 4.1.2.1. The Policy Owner will submit the amended policy to the Policy Coordinator along with the *Policy Review/Change Form*.
 - 4.1.2.2. The Policy Coordinator will submit the updated policy to the applicable Policy Review Body.
 - 4.1.2.3. The Policy Review Body will review the policy provided by the Policy Owner and either submit a recommendation to approve to the Policy Approval Body, or send the policy back the Policy Owner for further revisions.
 - 4.1.3. For those policies deemed to not require development or amendment:
 - 4.1.3.1. The Policy Owner will submit the *Policy Review/Change Form* to the Policy Coordinator. He/she must indicate the reason on the form and sign the form indicating that the policy does not require development or amendment.
 - 4.1.3.2. The Policy Coordinator will submit the form to the applicable Policy Review Body.
 - 4.1.3.3. The Policy Review Body will review the rationale provided by the Policy Owner and approve the decision not to revise or amend the current policy.

- 4.1.3.4. If the Policy Owner and the Policy Review Body are unable to come to an agreement on whether the policy should be revised, the Chair of the Policy Review Body will present the issue to the Policy Approval Body for resolution.
- 4.1.4. For those policies deemed to be no longer required:
 - 4.1.4.1. The Policy Owner should complete and submit the *Policy Review/Change Form*. He/she must indicate the reason on the form and sign the form indicating that the policy is no longer required.
 - 4.1.4.2. The Policy Coordinator will submit the form to the appropriate Policy Review Body.
 - 4.1.4.3. The Policy Review Body will review the form and either recommend that the Policy Approval Body formally delete the policy, or recommend that the Policy Owner conduct further review.
 - 4.1.4.4. If the Policy Owner and the Policy Review Body are unable to come to an agreement on whether the policy should be deleted, the Chair of the Policy Review Body will present the issue to the Policy Approval Body for resolution.
- 4.2. The Policy Coordinator will present the *Policy Review/Change Forms* to the Policy Review Body at the next meeting.
- 4.3. The Policy Coordinator will ensure the policy evaluation process timelines are met.

5. Formal Policy Development Process

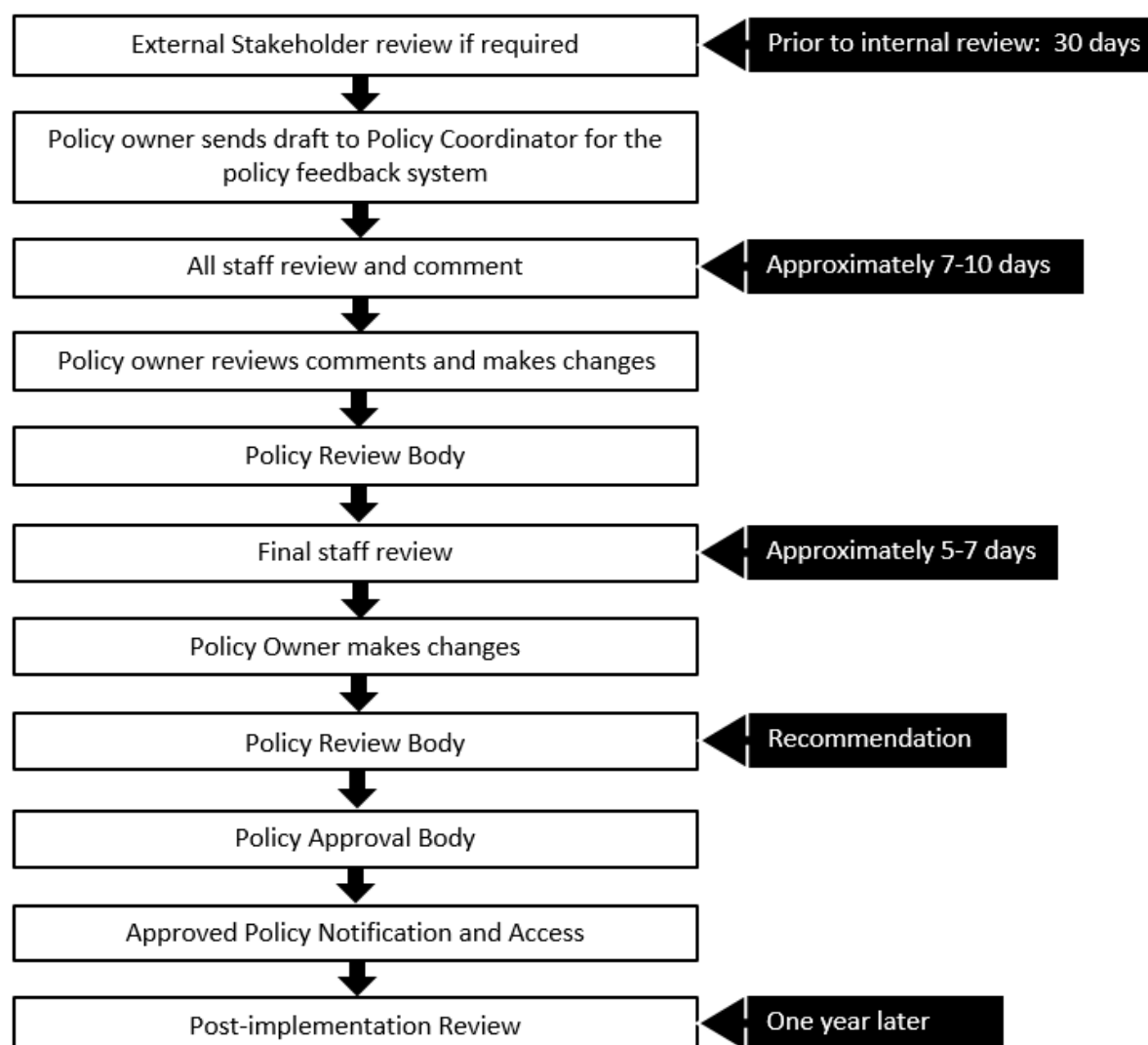
- 5.1. The Policy Owner or designate will ensure the policy direction being considered aligns with the direction and operations of the College within 30 days of the Policy Review Body approval of the *Policy Review/Change Form*.
- 5.2. The Policy Owner will consult with internal and external stakeholders including (as required) staff, students, Government representatives and professional advisors.
- 5.3. The Policy Owner will develop a Policy using the template in **Appendix 2**.
- 5.4. The Policy Owner will draft detailed procedures, guidelines and forms to support the new or revised policy requirements.
- 5.5. The Policy Owner will submit the Policy Template to the Policy Coordinator for inclusion in the policy feedback process within 30 days of receiving stakeholder feedback.
- 5.6. The Policy Coordinator will ensure the policy review development timelines are met.

6. Formal Policy Review and Approval Process

- 6.1. The Policy Coordinator will publish the policy to the feedback system.
- 6.2. The Policy Owner will send out communication to all Employees regarding the policy feedback process:
 - 6.2.1. The College Community will be notified of any upcoming, current and recently completed policy reviews or changes through an announcement in the "Insider Today".
 - 6.2.2. The Policy Owner, with input from the Manager Communications, is responsible for communications relating to the policy including communications with external stakeholders and the content of all communications through the feedback process.
- 6.3. Employees will be given approximately 7 to 10 business days to review and comment through the feedback process on the policy under development or review.
- 6.4. The Policy Owner will incorporate the feedback received into the Policy and submit the updated version to the Policy Coordinator to submit to the Policy Review Body for review at the next meeting.

- 6.5. The Policy Owner will incorporate feedback received from the Policy Review Body into the Policy and submit the updated version to the Policy Coordinator for entry into the policy feedback process.
- 6.6. The Policy Coordinator will publish the policy to the feedback system.
- 6.7. The Policy Owner will send out communication to all Employees regarding the policy feedback process, indicating the policies "Final Review" status.
- 6.8. Employees will be given approximately 5 to 7 days to review and comment on changes.
- 6.9. The Policy Owner will incorporate feedback received from the College Community into the Policy and submit the updated version to the Policy Coordinator to submit to the Policy Review Body for review at the next meeting.
- 6.10. The Policy Review Body will review the policy and either:
 - 6.10.1. Recommend the Policy Approval Body approve the policy.
 - 6.10.2. Send the policy back to the Policy Owner for further review.
- 6.11. The Policy Approval Body will review and give final approval.
- 6.12. The Policy Coordinator will ensure the policy review process timelines are met, approved policies are posted for general access and notifications are sent to advise staff of approved policies.

7. Formal Policy Process - Flowchart



POLICY DEVELOPMENT FRAMEWORK

APPENDIX 4



Appendix 4 – Policy Review/Change Form

TO: President's Office

FROM: Insert Name and Title

DATE: Date the Form is submitted

☐ **New Policy**

☐ **Revision to Existing Policy**

☐ **Deletion of Existing Policy**

1. Name of Policy:	If you are proposing a new policy, please suggest a title
2. Policy Type:	Administrative
3. Name and Title of Policy Owner	The Policy Owner is responsible for implementation of the policy, development of associated procedures, interpretation and communication of the policy, and for monitoring compliance. A Policy Owner would normally be at the level of a Vice-President, Dean, or Director.
4. Summary of Need and Rationale for Change(s)	Explain the need and rationale for revising, developing or deleting the policy. Briefly describe the recommended revisions or additions to policy.
Should the Policy Owner <u>agree</u> that the Policy requires revision, please complete the following section:	
Approval of Policy Owner (Signature required)	
Date	
Should the Policy Owner <u>disagree</u> that the Policy requires revision, please complete the following section:	
5. Summary of Rationale for <u>No Action</u>	
Recommendation of the Policy Owner (Signature required)	
Date	
Approval of the Policy Review Body	Note date of meeting and attach a copy of the decision