

## **POLICY ON POLICIES AND PROCEDURES**

**Approving Authority:** President and Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research and Advocacy

**Original Approval Date:** November 29, 2019

**Date of Most Recent Review/Revision:** July 14, 2022

**Related Policies, Procedures, and Documents:** Wilfrid Laurier University Students' Union Policy Manual

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### **1. Purpose**

- 1.1. This policy outlines the relevant requirements and guidelines for drafting employee and operational policies and procedural manuals.

### **2. Definitions**

- 2.1. **Employee Policy:** A rule or guideline that is legislatively directed, or falls within the operational human resources jurisdiction of the President and Chief Officer, as delegated by the Board of Directors through the Students' Union's governance structure.
- 2.2. **Operational Policy:** A rule or guideline that falls within the operational jurisdiction of the President and Chief Executive Officer, as delegated by the Board of Directors through the Students' Union's governance structure;
- 2.3. **Policies and Procedures Channel:** A shared Microsoft Teams/Sharepoint Channel that is designated as the central depository for approved employee and operational policies and procedures;
- 2.4. **Procedures Manual:** A more in-depth separate set of guidelines and instructions that may be utilized in conjunction with the relevant overarching root policy.

### **3. Jurisdiction/Scope**

- 3.1. This policy applies to all relevant Students' Union employee and operational policy-making.

### **4. Policy**

- 4.1. All policies gain their legitimacy from legislated directives or from the Board of Directors delegating certain authority to the President and Chief Executive Officer as per the

Students' Union governance structure.<sup>1</sup>

- 4.2. Policies may be approved by the President and Chief Executive Officer, an executive team vice-president, or any other applicable staff member designated by the President and Chief Executive Officer;
  - 4.2.1. The policy approving authority must be determined for each new policy that is created by the President & Chief Executive Officer.
- 4.3. The policy development process and administrative responsibility for Students' Union policy development is held jointly by Human Resources (employee policies) and the Director, Policy Research and Advocacy (operational policies);
  - 4.3.1. Administrative responsibility includes:
    - 4.3.1.1. Developing new policies;
    - 4.3.1.2. Revising existing policies;
    - 4.3.1.3. Managing the Policies and Procedures Channel (Microsoft Teams/Sharepoint);
    - 4.3.1.4. Distributing access to approved policy documents;
    - 4.3.1.5. Coordinating the annual policy review process with the President & Chief Executive Officer and Executive Director & Chief Operating Officer during the spring transition period.
- 4.4. All policies should be as concise as possible and utilize accessible language with key terminology defined.
- 4.5. All policies must identify:
  - 4.5.1. Approving authority;
  - 4.5.2. Original approval date;
  - 4.5.3. Date of last revision;
  - 4.5.4. Related policies or procedures;
  - 4.5.5. Purpose;
  - 4.5.6. Scope or jurisdiction;
  - 4.5.7. Policy statements.

## **5. Style Guide**

- 5.1. Policies should follow the Students' Union template provided in Appendix A and use Arial

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<sup>1</sup> Policy Manual references:

GP #2a (Governance Style) #2 – "...the Board will: Guide the Organization through the creation and development of broadly written policies that reflect the Board's values and perspectives. The Board's major policy focus will be on the intended long-term effects outside the staff organization, not on the administrative means of attaining those effects."

BMD #1 (Global Board-Management Delegation) – "The Board will: Hold the President and Chief Executive Officer as their sole official connection to the operational organization, its achievements, and conduct."



font throughout.

5.2. Applicable Procedural manuals should follow the Students' Union template provided in Appendix B and use Arial font throughout.

## **POLICY**

**Approving Authority:**

**Administrative Responsibility:**

**Original Approval Date:**

**Date of Most Recent Review/Revision:**

**Related Policies, Procedures, and Documents:**

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### **1. Purpose**

1.1. This policy outlines the relevant

### **2. Definitions**

2.1. **Definition:**

### **3. Jurisdiction/Scope**

3.1. This policy applies to:

3.1.1. All Students' Union activities and programming

3.1.2. Activities and programming organized by Students' Union clubs, faculty associations, or faculty-based clubs.

### **4. Policy**

4.1. Policy



## XYZ PROCEDURES MANUAL

**Approving Authority:**

**Administrative Responsibility:**

**Original Approval Date:**

**Date of Most Recent Review/Revision:**

**Related Students' Union Policies, Procedures, and Documents:**

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# 1. INTRODUCTION

XYZ

## 2. PURPOSE

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## 3. SCOPE

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## 5. RELATED POLICIES, PROCEDURES, AND DOCUMENTS

- **Wilfrid Laurier University Students' Union**
  - XYZ
- **Wilfrid Laurier University**
  - XYZ (*Hyperlinked*)



# DEFINITIONS

**XYZ:** XYZ

# APPENDIX A

## XYZ

1. XYZ