

Policy on Compulsory Review of Policies

Category: Human Resources

Approval: Board of Governors

Responsibility: Associate Vice-President, Human Resources

Date: February 24, 2011, Last Revised May 18, 2017

Definitions:

Unit Heads: Directors, Deans, Associate Vice-Presidents, Principals, Vice-Presidents, the University Secretary and the President are included.

Substantive Change: Any amendment to a policy listed herein that affects roles, responsibilities, entitlements or procedures.

Purpose/Reason for Policy:

The purpose of this policy is to ensure that employees with financial authority maintain a current understanding of their responsibilities for the proper use of University assets and key policies guiding employee conduct.

Scope of this Policy:

This policy applies to all Unit Heads at Trent University.

Applicable policies are listed in Appendix A and may be updated from time to time.

Policy Statement:

It is the policy of Trent University that all Unit Heads review the University policies listed in Appendix A on appointment to their position and whenever there are substantive changes to any of those policies. Unit Heads are to sign the Declaration Form (Appendix A) attesting that they have done so.

Notwithstanding the foregoing, Unit Heads are expected to be conversant with, and adhere to all University policies, and any amendments thereto, as relates to University operations generally, and to ensure that employees reporting to them are made aware of and comply with university policies pertaining to them.

Responsibilities:

Unit Heads are responsible to:

- review the listed policies, request clarification from the Contact Officer for each policy as necessary and sign the Declaration Form.
- give the signed Declaration Form to their VP, University Secretary or President.
- ensure their employees read and comply with any university policies pertaining to them.

Vice-Presidents are responsible to:

- ensure their reports have signed the attached form

- forward the signed forms to the Office of Risk Management

Human Resources is responsible to inform Risk Management of all new Unit Head appointments.

The University Secretary is responsible to inform Risk Management of all substantive changes to the policies listed in this policy, or any policies that are required to be added to or deleted from the list.

The Office of Risk Management is responsible to:

- remind new unit heads and their supervisor of their responsibilities under this policy if the declaration form has not been received within one month of appointment.
- advise and remind Unit Heads and their supervisors when they must review a policy that has been substantively changed or a policy that has been added to the list.
- ensure declarations are signed and retained for not less than three years.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

May 30, 2020

Related Policies, Procedures & Guidelines

- a) Procedure for Compulsory Review of Policies

Policies Superseded by This Policy:

- a) N/A

UNIT HEAD DECLARATION FORM

The policies as listed below, relate to the proper use of University assets and/or employee conduct, and therefore require Unit Heads to have a heightened awareness of the requirements as set out in those Policies.

I hereby attest that I have read the policies listed below and understand my duties and responsibilities as defined within those policies. I further attest that I will ensure all employees reporting to me are aware of and understand the policies that apply to them.

- Conflict of Interest, Employees
- Procurement of Goods and Services
- Supply Chain Code of Ethics (PUR-005)
- Reimbursement of Travel and other Business Expenses
- Employee VISA Cardholder Agreement
- Charitable Donations Policy
- Computing Resources Acceptable Use Policy
- Procurement, Lease, Maintenance and Use of Motor Vehicles (if applicable)
- Signing of Contracts

I further acknowledge and pledge to remain conversant with all University policies (and amendments thereto), that are applicable to University operations generally.

Date

Print name

Unit/Department

Signature