

ADMINISTRATIVE PROCEDURES REVIEW PROCESS

Procedures

1. Contact the Senior Executive Assistant when a new and/or revised Administrative Procedure needs to be drafted.
 - 1.1. The original Word version of the Administrative Procedure will be provided for the requested change(s) to be made and returned to the Administration Office.
2. A draft version is brought forward to the next Administration Council meeting for initial comments and feedback.
3. Once the draft is finalized:
 - 3.1. If the changes are housekeeping in nature to reflect current practice, the revised Administrative Procedure is posted to the website and portal.
 - 3.2. If the changes are more substantial in nature, or a new Administrative Procedure is being introduced, the Senior Executive Assistant will forward a copy to the Friday File for feedback.
 - 3.2.1. A time frame of three (3) weeks is provided and feedback is to be forwarded to info@gssd.ca.
 - 3.2.2. The draft version is forwarded to the Human Resource Manager for dissemination to various Union representatives.
 - 3.2.3. Principals and Department Managers are to ensure draft copy(ies) are available to staff members in their area of responsibility.
 - 3.2.4. Principals are to share draft versions with their respective School Community Council.
4. Upon completion of the feedback time period, the draft is brought back to Administration Council for final review and approval.
5. Once final approval is granted, the Administrative Procedure is posted to the website and internal staff portal as appropriate.
 - 5.1. The finalized version is forwarded to the Human Resource Coordinator to advise various Union representatives of Administrative Procedure(s) effective date.

6. The Senior Executive Assistant will post notice in the next edition of the Friday File to advise of Administrative Procedure(s) effective date.
 - 6.1. Principals will be responsible to advise School Community Council's of changes to the Administrative Procedures Manual.
 - 6.2. It is the responsibility of Principals and Department Managers to advise staff members in their area of responsibility.

Updated: February 2018