

# Administration Policies and Procedures

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## **PROCEDURE C 3.01**

*Subject:*           **Occupational Health and Safety Committee Procedures**

*Approval/Amendment Date(s):* November 1, 2012

*Associated Procedure/Documents:* Policy 3.01 Occupational Health & Safety Committee

*Next Review Date:*

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### **Procedures:**

#### **C.3.01.01      Duties of the Occupational Health and Safety Committee:**

The duties of the committee shall include:

- a) participation in the identification and control of health and safety hazards within the place of employment,
- b) the establishment and promotion of health and safety programs for the education and information of workers,
- c) the maintenance of records with respect to its duties under the Occupational Health and Safety Act,
- d) the receipt, consideration, and disposition of matters respecting the health and safety of workers,
- e) the investigation of any matter referred to in subsection (1) of section 26 of the Occupational Health and Safety Act,
- f) such other duties as prescribed by the Act or Regulations.

#### **C.3.01.02 Committees at Different Geographical Locations:**

- a) Separate Occupational Health and Safety Committees will be maintained for our North Battleford and Meadow Lake operations.

#### **C.3.01.03 Size and Composition of Committee:**

- a) *Battlefords Campus*

It is suggested that the committee in North Battleford consist of:

On behalf of management: Facilities Manager, Executive Secretary,  
and the Human Resources Officer

On behalf of employees: Employee representation totaling no more than 4, as selected by the employees and endorsed through the Union.

b) *Meadow Lake Campus*

It is suggested that the committee in Meadow Lake consist of:

On behalf of management: Facilities Manager, Director – North Region, and the Human Resources Officer.

On behalf of employees: Employee representation totaling no more than 4, as selected by the employees and endorsed through the Union.

- c) In accordance with the regulations to the Act, co-chairpersons will be appointed for each committee, with one chairperson designated as the management representative, and the other chairperson representing the employees elected by the employee committee members.
- d) The membership of each committee shall be displayed on the general bulletin board at each work location and be provided to each employee at the rural work sites.

**C.3.03.04 Meetings:**

- a) Each Occupational Health and Safety Committee will hold regular meetings each quarter and as necessary at other times to address matters of urgent concern, imminent danger, dangerous occurrences, or refusal to work pursuant to section 26 of the Act. These special meetings may be called by either co-chairperson.
- b) Minutes of committee meetings will be maintained and be:
  - i) forwarded to the Occupational Health and Safety branch of the Department of Labour;
  - ii) posted in the work-site in a prominent place; and
  - iii) kept on permanent file by the committee.
- c) All sanctioned meetings of the committee will be held on company time without loss of pay or benefits.

**C.3.03.05 Other Responsibilities of the Committee:**

The committee will:

- a) Outline appropriate procedures for addressing safety and occupational health issues on a pro-active and reactive basis. This includes the exposure control plan. Such procedures will be clearly communicated to all employees.
- b) Conduct health and safety inspections at intervals deemed appropriate by the committee and recommend appropriate action for ensuring a healthy and safe workplace.

- c) Remain current with changes to the Act, regulations and other matters related to the health and safety of employees within the workplace.
- d) Investigate all workplace accidents for the purpose of improving safety within the workplace, by recommending appropriate corrective action.

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## **PROCEDURE C 3.02**

*Subject:*           **Tobacco Use in College Facilities and Vehicles**

*Approval/Amendment Date(s):* November 3, 1995, Sept 17, 2013

*Associated Procedure/Documents:* Policy 3.01 Tobacco Use in College Facilities and Vehicles

*Next Review Date:*

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### **Procedures:**

#### **C 3.02.01**

Staff and students are to be informed of North West College's tobacco use policy.

#### **C 3.02.02**

All persons using College facilities are required to adhere to the tobacco use policy.

#### **C 3.02.03**

All College vehicles are included as tobacco free areas and operators shall ensure all passengers observe this policy.

#### **C 3.02.04**

Progressive penalties will be applied to persons who do not adhere to this policy.

- a) A verbal reminder is recommended in the case of an initial breach of the policy.
- b) Any staff member is to report the breach of policy on an *incident report* form to a person listed in Schedule "A".
- c) A written warning as per Schedule "A" may be issued by a person listed on Schedule "A".
- d) Student offenders will be subject to student progressive discipline per Student Performance and Discipline Policy 5.03, Section 2.
- e) Staff offenders will be subject to discipline as outlined in Article 18.2 of the Collective Agreement.

**C 3.02.05 Attachment(s):**

- a) Schedule A - Tobacco Use Violation

**Schedule "A"**

**TOBACCO USE VIOLATION**

This is a formal warning issued on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_ , to one, \_\_\_\_\_  
(name)

in violation of North West College tobacco use policy.

Please be aware that further offenses may result in progressive disciplinary measures.

Location of offense: \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

cc Personnel File (staff)  
Student File (student)  
Violator

Positions with authority to issue warning to students for violation of tobacco use policy:

Coordinators  
Directors  
President

Positions with authority to issue warnings to staff on violation of tobacco use policy:

Directors  
President

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## **PROCEDURE C 3.03**

*Subject:*           **Computer Use Policy & Procedural Guidelines  
Acceptable Use Agreement**

*Approval/Amendment Date(s):* September 1, 2009, May 1, 2013

*Associated Procedure/Documents:* Policy 3.03 Computer Use Policy & Procedural guidelines Acceptable Use Agreement, Computer Use Agreement

*Next Review Date:*

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### **Procedures:**

#### **C 3.03.01**

All Employees and Students of North West College must sign the Computer Usage Agreement (refer to the Public Directory or contact HR for a copy) before they will be given access to the college computers and network by the Information Technology department.

#### **C 3.03.02**

Any Employee or Student must report any damaged equipment, abuse of equipment, or report any misuse to the Information Technology Coordinator immediately.

#### **C 3.03.03**

Any and all changes to this document or the Computer Usage Agreement must be approved by the Senior Management Committee.

#### **C 3.03.04 Attachment(s):**

- a) North West College Computer Use Agreement





**North West  
College**

**NORTH WEST COLLEGE  
COMPUTER USE AGREEMENT**

I have been provided the rules of conduct as set forth in the “**NORTH WEST COLLEGE COMPUTER USE POLICY AND PROCEDURAL GUIDELINES ACCEPTABLE USE AGREEMENT**” and I understand this policy applies when the electronic information system is in use. I agree to maintain acceptable standards and to report any misuse of the system to my Instructor or immediate Supervisor. I understand that any violations of the policy will result in the loss of my user account and may result in further disciplinary and/or legal action. This includes, but is not limited to suspension, expulsion, or referral to legal authorities.

Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information, or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings described in Acceptable Use Agreement. I agree to report any misuse of the electronic information resources to my Instructor, immediate Supervisor, or the Information Technology Coordinator immediately.

I have read this agreement and understand that Internet sites are filtered and that Internet use on my college computer account may be monitored. I hereby agree to comply with the above-described conditions of acceptable use.

\_\_\_\_\_  
**Name** – *Please Print Clearly*

\_\_\_\_\_  
**Program**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Name** – *Please Print Clearly*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**PROCEDURE C 3.04**

*Subject:*           **EMERGENCY RESPONSE PLAN**

*Approval/Amendment Date(s):* November, 2021

**THE LINK FOR THE MANUAL CAN BE FOUND HERE:**

<https://northwcollege.sharepoint.com/:b:/r/sites/Administration/AdministrationDocuments/EMERGENCY%20RESPONSE%20PLAN%20UPDATED%20NOVEMBER%202021.pdf?csf=1&web=1&e=QSVoBP>

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## **PROCEDURE C 3.05**

*Subject:*           **Video Surveillance**

*Approval/Amendment Date(s):* 2013

*Associated Procedure/Documents:* Policy 3.05 Video Surveillance

*Next Review Date:* January, 2017

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### **Procedures:**

#### **C 3.05.01**

Video surveillance policies and procedures shall be approved by the Executive Management Committee. Proposals for new policy and procedure or revisions to existing policy and procedure should be circulated to committee members in advance of meeting dates.

#### **C 3.05.02**

The College will ensure that those responsible for access control are trained in the use of the video surveillance system.

#### **C 3.05.03**

The College will ensure that those with access to recorded information are aware of and adhere to the responsibilities of the College in relation to privacy laws.

#### **C 3.05.04**

The College will ensure that adequate signage is posted so that all staff, students and guests are aware of the College's usage of video surveillance.

#### **C 3.05.05**

The College will ensure that all recorded video/images are only used for the stated purpose of providing safety and security to College facilities, staff, students, guests and assets.

**C 3.05.06**

As requested by Law, the College will provide video surveillance records to municipal, provincial, federal or other authorities to aid in the investigation of alleged illegal activities.

**C 3.05.07**

The College will ensure that recorded video is stored in a safe and secure location.

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## **POLICY 3.01**

*Subject:*           **Occupational Health & Safety Committee**

*Approval/Amendment Date(s):* November 9, 1995, September 20, 2001, November 5, 2002, September 20, 2005, August 3, 2021

*Associated Procedure/Documents:* Procedure C.3.01 Occupational Health and Safety Committee, The Occupational Health and Safety Regulations

*Next Review Date:*

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### **Purpose/Philosophy:**

The Board, management, and employees of North West College share a common concern for the health and safety of all College employees and recognize the importance of a cohesive, cooperative approach to ensuring a healthy, safe work environment.

### **1.0 Policy:**

Occupational Health and Safety Committees will be established at the College with representation from employees and management. Committees shall be concerned with matters which may affect the health, safety, and welfare of employees at any site where the College delivers services or programs. These committees will provide a forum through which employees may bring forward safety and health concerns within the workplace. This committee provides input to the exposure control plan that is approved by Executive Management Committee, which we adhere to.

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## **POLICY 3.02**

*Subject:*           **Tobacco Use in College Facilities and Vehicles**

*Approval/Amendment Date(s):* November 3, 1995, Sept 17, 2013, July 11, 2018, March 31, 2020

*Associated Procedures/Documents:* Procedure C.3.02 Tobacco Use in College Facilities and Vehicles, The Tobacco Control Act

*Next Review Date:*

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### **Purpose/Philosophy:**

The College believes students and staff should learn and work in a healthy environment. The purpose of this policy is to provide an environment that encourages people to be tobacco-free, establishes a culture of wellness, improves health and promotes a tobacco-free future.

### **1.0 Scope:**

All members of the College community must adhere to, and are protected under, this policy including:

- a) staff;
- b) students;
- c) board members;
- d) contractors;
- e) visitors; and
- g) guests.

### **2.0 Policy:**

- a) Tobacco use is prohibited in College buildings, on College campus property, at College program sites, and in College owned or rented vehicles.
- b) Tobacco use is restricted to designated sites on College residential property.
- c) Breaches to this policy will be addressed through the appropriate disciplinary measures as outlines in the Employee Code of Conduct, Collective Bargaining Agreement, Student Performance and Discipline Policy, Board Policy #5, or as deemed appropriate for contracts, visitors and guests.

### 3.0 Definition:

**Tobacco Use:** Tobacco use includes the possession of any lighted tobacco product, vaping tobacco products or use of any oral tobacco product.

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### **POLICY 3.03**

*Subject:*           **Computer Use Policy & Procedural Guidelines  
Acceptable Use Agreement**

*Approval/Amendment Date(s):* September 1, 2009, May 1, 2013, December 5, 2019

*Associated Procedure/Documents:* Procedure C.3.03 Computer Use Policy & Procedural Guidelines Acceptable Use Agreement

*Next Review Date:*

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#### **Policy:**

The use of College computing and network information resources is a privilege. Accordingly, any and all users of the College networks and computer resources are responsible for the proper use and protection of those resources. Improper usage is defined at the College's discretion and may be updated at any time, therefore what is deemed as improper usage may be encompassed by the policy and guidelines listed below, but is certainly not limited thereto.

North West College may restrict unlimited electronic access. If an imposed limitation interferes with a user's activity, the user may direct a written request for a waiver to his or her Director, who shall, on approval, forward the request to the Director of Finance and Administration for further review. The College reserves the right to limit the use of any and all Information Technology resources based on institutional priorities, technical capacity, and fiscal considerations.

#### **1.0 Scope:**

All members of the College community must adhere to this policy including:

- a) Staff;
- b) students;
- c) board members;
- d) contractors;
- e) visitors;
- f) volunteers; and
- g) guests.



## **2.0 Authorization:**

Access to the College technology resources is within the sole discretion of the College. Generally, students and/or employees are given access to the College's various technologies based on their requirements for learning and/or job functions. Only authorized users will be permitted to use these resources. Authorization is acquired through the Director of Finance and Administration and/or their designate.

All employees and students of North West College must sign the Computer Usage Agreement form prior to gaining access to the computer network and its resources. No exceptions will be made for this.

Any and all use of the computers contained within North West College and its campuses is subject to this policy and the details contained within.

## **3.0 Access to Communications and/or Data:**

- a) Students and employees should understand that they have no right of privacy with respect to any messages or information created or maintained on the College's technology resources, including personal information or messages. The users are responsible for their data and its security.

All messages sent and received, including personal messages, and all data and information stored on the College's electronic mail system, or computer systems are College property regardless of the content. As such, the College reserves the right to access all of its technology resources including its computers, and electronic mail systems, at any time, in its sole discretion. The College also reserves the right at its discretion and without notice to review any electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies, or to investigate misconduct, to locate information, or for any other business purpose.

- b) Usage of the internet services provided by the College to transmit any material that violates any applicable law, policy, or regulation is strictly prohibited.
- c) Passwords do not confer any right of privacy upon any employee of the College. students and employees are expected to maintain their passwords, keeping them confidential at all times. Passwords should be changed on a regular basis or if they are thought to be compromised.
- d) Users are responsible for the security of their accounts and as such are responsible for any and all activities that occur under the account.

#### **4.0 Personal Use:**

The technology, computers, electronic media and services provided by the College are for student use relating to educational research and support; and business use to assist employees in the performance of their jobs. Under no circumstances are students or employees to install personal software on College computer(s), unless prior written approval is obtained from the IT Coordinator.

The College assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the College's technology resources. Further, the College accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail communications or any personal data stored on any College property.

The College also prohibits storage of any personal data on any of the College's technology resources. Should a user be found in violation of this, their access may be removed if proper cause is found to do so.

#### **5.0 Prohibited Communications:**

The computers available to employees and students at North West College cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- a) Discriminatory or harassing;
- b) derogatory to any individual or group;
- c) obscene, sexually explicit, pornographic, defamatory or threatening;
- d) in violation of any license governing the use of software;
- e) engaged in for any purpose that is illegal or contrary to College policy or in a manner contrary to the best interests of the College, in any way that discloses confidential or proprietary information of the College or third parties, or for personal or pecuniary gain; or
- f) protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

#### **6.0 The Internet and Online Services:**

The College provides authorized students and employees access to online services such as the Internet. The College expects that students and employees will use these services in a responsible way and for business related purposes only. Under no circumstances are students or employees permitted to use the College's Technology Resources to access, download, or contribute to the following for:

- a) Gross, indecent, or sexually oriented materials;

- b) entertainment sites (Gaming sites; sites related to television, movies, sports, etc.);
- c) streaming radio/video sites for non-College purposes;
- d) gambling sites;
- e) illegal drug oriented sites;
- f) social networking sites (Facebook, LinkedIn etc.) for non-College purposes;
- g) any websites allowing the user to bypass security measures put in place by the College; or
- h) personal web pages of individuals.

Additionally, students or employees must not sign "guest books" at websites or post messages to Internet news groups or discussion groups at websites. These actions will generate junk electronic mail and may expose the College to liability or unwanted attention because of comments that students or employees may make.

### **7.0 Participation in online forums:**

- a) Students and employees should remember that any messages or information sent on College-provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to the College. As such, this should be done in a respectable, courteous, and professional manner.
- b) The College recognizes that participation in some forums might be important to the educational research and learning process of students, as well as assist employees in the performance of one's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area. However, one should use caution before participating in any forum and should be approved by the appropriate supervisor for employees and instructor for students in advance.
- c) This will help to maintain the security and privacy of the equipment and College network, as well as aid in preventing security threats from occurring.

### **8.0 Software:**

To prevent computer viruses from being transmitted through the College's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Prohibited software includes, but is not limited to, such programs that allow downloading and/or distribution of copyright material (games, music, movies, etc.), software to circumvent or bypass security measures on the laptop or network, any other software that will compromise the integrity of the laptop or College network, etc. These types of programs introduce a high security risk to the College computing environment. No student or employee may load any software on the College's computers, by any

means of transmission. All software installations must be authorized in advance by the Information Technology Coordinator. Software can only be installed by a member of the Information Technology department.

This will help to maintain the integrity of the equipment and network, as well as ensure the legality of licenses, interoperability with other software and hardware, and aid in preventing additional issues from occurring and reduce the time required to resolve them.

## **9.0 Laptops/Portable Hardware:**

As laptops are portable, they are liable to physical damage and theft. Any person with access to a NWC owned laptop must assume a reasonable amount of responsibility for its safety against theft or damage. In the event that a laptop is presumed stolen, the IT Coordinator must be notified immediately and a police report will need to be filed by the individual who was assigned the laptop. The IT Coordinator must receive a copy of this report.

- a) **Audit** - The College reserves the right to audit any laptop at any time that does not disrupt normal business and/or academic functions.
- b) **Personal Data** - NWC assumes no responsibility for personal data residing on laptop hard drives, or data loss due to failures, repairs, or at any other time.
- c) **Reasonable Care of your NWC Laptop** - Although, some repairs may be covered by the warranty on your NWC laptop, users are reminded that they are primarily responsible for taking reasonable care of their NWC laptop. Any damage that occurs to a laptop could possibly result in user downtime while the system is repaired or replaced. Users must adhere to the Laptop Reasonable Care Guidelines listed in the Public Directory.
- d) **Negligence** - If your laptop or accessories are damaged or stolen due to negligence you may be charged the full repair or replacement value of the laptop or required components.

## **10.0 Security/appropriate use:**

- a) Students and employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by College management, students or employees are prohibited from engaging in, or attempting to engage in:
  - i) Monitoring or intercepting the files or electronic communications of other students or employees or third parties;

- ii) Hacking or obtaining access to systems or accounts they are not authorized to use;
  - iii) Using other people's log-ins or passwords;
  - iv) Breaching, testing, or monitoring computer or network security measures; and
  - v) Using software, websites, or any other means to bypass security measures or obtain unauthorized information.
- b) No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- c) Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- d) Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- e) The College has installed a variety of programs and devices to ensure the safety and security of the College's technology resources. Any student or employee found tampering or disabling any of the College's security devices will be subject to discipline up to and including account termination and suspension.

Violation of any of these policies will result in an immediate removal of computer access and in some cases a review by administration of the incident pending additional action.

### **11.0 Confidential information:**

The College is very sensitive to the issue of protection of College information, and other confidential and proprietary information of both the College and third parties ("Confidential Information"). Therefore, students or employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the College's technology resources.

Confidential Information should not be accessed or distributed through the College's technology resources in the presence of unauthorized individuals. Similarly, confidential information should not be left visible or unattended. Moreover, any confidential information transmitted via e-mail should be marked with the following:

"This message contains confidential information, unless you are the intended recipient (or authorized to receive for the recipient) you may not copy, use, or distribute this information. If you have received this message in error, please advise the sender and delete this email."

Should you feel that any confidential information has been compromised, please bring the issue to the attention of your immediate supervisor, your instructor or the Information Technology department.

### **13. Violations:**

Any student or employee who abuses the privilege of their access to the College computers and network, and violates the terms of this policy will be subject to appropriate corrective or disciplinary action as set forth in:

- a) For students: *Administrative Policy 4.02 – Student Performance and Discipline.*
- b) For in-scope staff: *the Collective Bargaining Agreement.*
- c) For out-of-scope staff: *Personnel policies for out-of-scope staff.*

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## **POLICY 3.04**

*Subject:*           **Emergency Response**

*Approval/Amendment Date(s):* November 6, 2007, March 1, 2016

*Associated Documents:* Emergency Response Plan

*Next Review Date:*

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### **Purpose/Philosophy:**

Preservation of life is the College's first priority in responding to any emergency. The College is also committed to mitigating damages incurred during an emergency and to recovering and restoring operations as quickly as possible. It is the intent of this policy to provide a consistent framework for staff, students and clients of the College to:

- a) prepare for, mitigate, and respond effectively to an emergency situation;
- b) enhance the safety and security of the College's ongoing operations; and
- c) mitigate the long-term effects of an emergency on the College's mission and operations.

### **1.0 Scope:**

This policy shall apply to all staff, students, and clients of North West College and intends to cover, but is not limited to, the following emergency situations:

- a) natural/environmental disasters;
- b) medical emergencies;
- c) violent threats or behavior; or
- d) large disorderly assemblies.

### **2.0 Definitions:**

#### **Emergency Situation:**

For the purpose of this policy, an emergency situation is an unplanned event or incident, which may result in one or more of the following:

- a) death or significant injury to staff, students, or visitors;
- b) disruption of critical operations;
- c) physical or environmental damage; or

d) suppression of, or a threat to, the College's public image.

### **3.0 Policy:**

a) The College will set forth the protocol and procedures for responding to emergency situations in an administrative manual. This manual, known as the *North West College Emergency Response Plan (ERP)*, will be developed by the Emergency Response Committee.

The ERP will:

- i) identify the composition and responsibilities of the Emergency Response Committee;
- ii) articulate the emergency procedures and protocol for the entire College;
- iii) establish a training plan to educate College staff; and
- iv) establish a communications protocol for use in the event of an emergency situation.

b) The Emergency Response Committee will review the ERP on an annual basis.

### **4.0 Responsibility:**

It shall be the responsibility of the College's Director of Finance and Administration to ensure this *Emergency Response Policy* and the *Emergency Response Plan* are conducted, communicated, and implemented at all locations.

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**POLICY 3.05**

*Subject:*           **Video Surveillance**

*Approved/Amended Date(s):* 2012

*Associated Procedure/Documents:* Procedure C.3.05 Video Surveillance

*Next Review Date:* January 2017

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**Purpose/Philosophy:**

The College is committed to the safety and security of staff, students, guests, facilities and assets. To that end the College shall employ video surveillance at the Battlefords and Meadow Lake campuses. The College will maintain policy and procedures in relation to the monitoring and usage of video data.

**1.0 Policy:**

The College's purpose in relation to video surveillance is to monitor access to College facilities and to safeguard College assets. The College's video surveillance system shall be operated by those responsible for access control and security. The usage and dissemination of video surveillance records will be at the discretion of the College and as determined by Law.

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**POLICY 3.06**

*Subject:*           **Student Housing**

*Approved/Amendment Date(s):* October 22, 2013

*Associated Procedures/Documents:*

*Next Review Date:*

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**Purpose/Philosophy:**

Student housing is an important part of the North West College student experience. The College's purpose in relation to student housing is to encourage the development and operation of accessible and affordable housing to support the academic and educational aims of the College community. To this end, student housing shall be administered in a manner that promotes safe, secure and stimulating environments that are conducive to students' academic success and personal growth, and foster a sense of community, civic responsibility, and an appreciation of the diversity of the College community. Effective and efficient operation, planning and management will help to ensure the long term viability of North West College's Student Housing Operations.

**1.0 Policy:**

- a) The College shall operate the Student Residence properties self-sufficiently; thereby not drawing on the College's operating resources.
- b) The Director of Finance and Administration shall establish related administrative policies and procedures to ensure the effective and efficient operation of the Student Housing Operations. This shall include a Student Housing Policy and Procedures Manual outlining the expectations of residents.
- c) The College shall ensure that Student Housing policies and procedures are communicated as required and are reviewed annually by the Executive Management Committee.
- d) The College responsible for Student Housing shall endeavour to be inclusive, fair and equitable in its management and operation of Student Housing properties for the residents it serves.

- e) The College responsible for Student Housing shall develop annual student housing operating budgets and business plans which are monitored, reviewed and reported upon in the same accordance with College operations.
- f) Rates will be set by Executive Management annually.

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## **POLICY 3.07**

*Subject:*           **College Vehicles**

*Approval/Amendment Date(s):* October 22, 2013, May 26, 2020

*Associated Procedure/Documents:*

*Next Review Date:*

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### **Purpose/Philosophy:**

We are committed to supporting our region. Providing safe, reliable transportation for our staff in the execution of College business.

### **1.0 Scope:**

North West College operates a central fleet of vehicles.

### **2.0 Policy:**

Fleet vehicle usage must relate to College business. Included within the definition of College business are those activities undertaken in partnership and/or integrated with College programming and student associations and/or recreational program activities.

- a) **Minimum Standards for Driving a College Fleet Vehicle** - College employees may drive fleet vehicles and may do so only if the following minimum standards are met:
  - i) The employee must possess a valid driver's license and ensure that Administration has an up to date copy;
  - ii) The employee shall adhere to and notify Administration of any restriction or revocations of their drivers licence.
  - iii) The employee will adhere to all motor vehicle laws in place within the Province of Saskatchewan.
  
- b) **Fleet Vehicle Booking System** - All Employees shall ensure that Administration is provided with an up to date copy of their valid driver's licence.
  
- c) **Fuel** - All fleet vehicles have an assigned vehicle credit card which allows College employees to fuel said vehicle at no cost to the College employee.

Receipts must be turned in with the completed checklist and log sheet when the vehicle is returned.

- d) **Registration and Insurance** - Drivers shall ensure that the vehicle registration and insurance documents are in the fleet vehicle before departing.
- e) **Accidents and Damages** - Drivers must immediately report all damages and accidents involving fleet vehicles to Administration within 24 hours from returning from the trip. If the damage or accident is deemed significant, a police accident report will need to be filed by the Driver and copy provided to Administration within 48 hours of report of the related damage or accident.
- f) **Additional Restrictions** - The "minimum standards" for driving fleet vehicles and other applicable procedures of this policy apply to rental vehicles.

### **3.0 Occasional Use of Fleet Vehicles by Non College Employees:**

A student or an employee's spouse may drive a fleet vehicle if the following minimum standards are met:

- a) the operator must possess a valid driver's license;
- b) an employee has completed a booking entry in the College's booking system on the operator's behalf, prior to use; and
- c) the operator's use of a fleet vehicle is approved by a Director or designate.

### **4.0 Operation:**

- a) The employee must complete a booking entry in the College's booking system prior to use.
- b) Drivers may not transport children under the age of 13, animals or hitchhikers in fleet vehicles.
- c) Tobacco use is prohibited in all fleet vehicles.
- d) Individuals operating and occupants of the fleet vehicle must adhere to all College policies and guidelines relating to such operation as well as all appropriate provincial and federal laws governing the operation of motor vehicles.
- e) Employees operating fleet vehicles shall be responsible for completing daily pre and post trip inspections of the vehicle and to complete related mileage logs.
- f) Inappropriate use or undue care can result in suspension or revocation of access to fleet vehicles. Non-conformity to any part of the policy can be subject to discipline.

### **5.0 Vehicle Credit Cards:**

Vehicle Credit Cards may be utilized for the operating costs relating to College fleet vehicles while conducting College business as follows. These operating costs include:

- a) fuel;
- b) oil;
- c) car washes;
- d) windshield washer fluid; and
- e) wipers.

#### **6.0 Repairs to Vehicles:**

Emergency repairs are authorized without approval for up to \$200. Emergency repairs exceeding \$200 must be authorized by Administration prior to expenditure. Employees are not expected to perform vehicle repair or maintenance.

#### **7.0 Usage Charges:**

Fleet vehicle use charges shall be charged to the employee's responsibility centre at a rate set by Executive Management.

#### **8.0 Citations:**

Drivers are responsible for promptly paying all vehicle citations. Upon receipt of a citation the College will advise the driver and they will be required to pay the charge. The responsible driver may also be subject to discipline as determined by the College.

#### **9.0 Use of Personal Vehicles:**

A Director may authorize compensation for mileage for the use of a privately owned vehicle where a fleet vehicle is not available or the Director deems private vehicle use more appropriate given the circumstances. Reimbursement rates are determined by the College and follow rates established by the Public Service Commission. It is the responsibility of the employee to:

- a) ensure they carry minimum liability insurance of \$2,000,000;
- b) if the employee's use of a personal vehicle for business use exceeds 20%, to have Business Use coverage as determined by SGI; and
- c) ensure that their vehicle is road worthy.

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**POLICY 3.08**

*Subject:*           **Interruption in Operations Due to Campus or Program Site Closure**

*Approval/Amendment Date(s):* May 26, 2020

*Associated Procedures/Documents:*

*Next Review Date:*

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**Purpose/Philosophy:**

The College wishes to ensure the health and safety of students and staff. The policy provides guidelines which will necessitate the canceling of classes, or closure of a program service site.

**1.0 Scope:**

This policy applies to all College service sites.

**2.0 Policy:**

The decision to cancel classes or close a campus/program service site can only be authorized by a member of the Executive Management Committee or designate. Reasons for a closure may include:

- a) severe weather conditions;
- b) prolonged failure of internal environmental controls (lack of heat, electricity, water etc.);
- c) epidemic medical concern; or
- d) other major impediment to the work of the College.

**3.0 Severe Weather Conditions:**

During severe weather conditions, where possible, College locations will not be closed due to severe weather.

**4.0 Internal Environmental Controls Guidelines:**

A member of the Executive Management Committee, or designate, will assess if the failure of an internal environmental control such as heat, water, electricity, or other, requires the closure of a College service site. When at all possible, the EMC member, or designate, will find alternative arrangements to maintain services.

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