

**ADMINISTRATION POLICY TEMPLATE**  
*and Formatting Requirements for Use in Writing/Revising Administration Policy*

**Note: The completed policy, along with a completed SMT Cover Memo and appropriate Admin Policy Control Form, should be emailed to the Executive Assistant (EA), College Governance, cc'd to the Policy Officer.**

**STYLE Conventions:** Please ensure that any new/revised policy draft adheres to the following style and format conventions in addition to meeting content requirements as laid out in the policy template (following pages).

<b>Font</b>	Calibri	<b>Headings, Policy Title</b>	<b>ALL CAPS, BOLD</b> , 12 pt (use colour in template – custom RGB: 118, 146, 60)
<b>Table Content, p. 1</b>	Calibri 10 pt; centred	<b>Date Format</b>	YYYY Mon (e.g.: 2016 Dec)
<b>Body Content</b>	11 pt single-spaced	<b>Alignment</b>	Left, including the footer identifying policy details (as formatted); right for page # (as formatted)
<b>Footer Font</b>	Calibri 10 pt	<b>Footer Format</b>	Italicize title of policy and policy number; separate by dashes, space on either side
<b>Capitalization</b>	Initial capital letters are used whenever a Defined Term is used throughout the document; and in the case of “College” or “Committee,” whenever a specific college or committee is referred to, as in “the College address is ...” (referring to Douglas College), or “the Committee will...” (referring to, e.g., the Animal Care Committee or the Appeals Committee)		
<b>Abbreviations</b>	Abbreviations may be introduced parenthetically (without quotation marks) immediately following the first use of the term so abbreviated, in which case the abbreviation is to appear consistently throughout the remainder of the document (e.g., “The Vice President’s Academic Council (VPAC) meets monthly. VPAC oversees...”).		

The following template contains further formatting information as well as descriptive prompts and examples to convey content expectations. Remove this explanatory text when inserting proposed policy content. All headings appearing in the initial table (top of next page) and those listed in the Table of Contents are to remain.

**Note: For Sections E, F, G and H, where any links to Douglas College documents are needed, please embed links to general landing pages (e.g., the [Administration Policies](#) page of the website, or the main DC Connect Standard Operating Procedures page) rather than to specific documents, in an effort to reduce link breakage and the need for ongoing maintenance.**

**NAME OF POLICY HERE**

<p><b>Policy Name:</b> <i>(reproduce name from above)</i></p>	<p><b>Responsible Owner:</b> <i>(appropriate member of SMT)</i></p>	<p><b>Created:</b> yyyy Mon (e.g., 2018 Apr) <i>(may be left blank if unknown)</i></p>
<p><b>Policy Number:</b> <i>(see the Executive Assistant, College Governance for a number if a new policy)</i></p>	<p><b>Approval Body:</b> SMT <i>(the Policy Officer will advise if Board approval is also required)</i></p>	<p><b>Last Reviewed/Revised:</b> yyyy Mon <i>(show the latest review date only)</i></p>
<p><b>Category:</b> Administration</p>	<p><b>Replaces:</b> <i>(list title and number of any policies being replaced with current document, or enter "New")</i></p>	<p><b>Next Review:</b> yyyy Mon <i>(must be given: default is six years, unless special conditions apply)</i></p>

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**A. PURPOSE**

*Briefly explain the purpose of the policy: why it is needed and what/whom it covers. Consider that a policy helps define and regulate organizational action. It could be a plan outlining the appropriate course of action in a particular situation or set of circumstances; a document that outlines specific requirements or rules that must be met; or an overall philosophy, a mission or a general objective.*

*Example:*

Douglas College is committed to providing a working and learning environment that is free from Discrimination on the grounds protected by the *BC Human Rights Code*. This policy seeks to ensure that Douglas College employees and students are aware of the terms of the *BC Human Rights Code*.

**B. SCOPE**

*Indicate the parties to which this policy applies, and any exceptions where this policy does not apply.*

*Example:*

This policy applies to all members of the College Community but does not apply to the College’s

Required Services Personnel.

### C. DEFINITIONS

*Define any unfamiliar or technical terms, including terms with special meaning within the scope of the policy. List defined terms in alphabetical order (do not number): the term itself is **bolded**, principal words (nouns, verbs, adjectives and adverbs) are Capitalized, and the term is separated from the definition by a colon (see examples below) followed by use of a Capital letter. Use of phrases rather than complete sentences is conventional in definitions. Wherever possible, avoid relying on the term being defined in the main part of the definition, to avoid circularity. For terms in use across several policies (e.g., “College Community”), please check other policies for approved definitions already in use, and avoid inconsistencies. Please leave a line space between definitions.*

*Generic format:*

**Word or Phrase Being Defined:** Definitional statement.

*Examples:*

**College Community:** Includes all employees, students, users, contractors, suppliers, visitors and any other person participating in any College-related activity or attending on College premises.

**Responsible Administrator:** An executive of the College or an administrator responsible for the operations of a College Department, Faculty or service area (e.g., Dean, Director, Registrar).

### D. POLICY STATEMENTS

*Insert the policy details here, using concise, jargon-free and plain language; use complete sentences.*

*Align text paragraphs with the section heading (as here) and justify left.*

*Where warranted, separate elements into distinct statements arranged in a numbered list, with a line space between each numbered element. Multilevel statements should be formatted as follows: cardinal number, lower-case letter, lower-case Roman numeral (e.g., 1.a followed by 1.b, or 2.b.i followed by 2.b.ii).*

*Policy statements may contain principles that set standards (including legal or regulatory requirements), determine a course of action or assign high-level roles and responsibilities. A statement about consequences for non-compliance or non-enforcement should also be included.*

*Examples:*

1. The Douglas College Director, Facilities & Ancillary Services and/or Director, Safety, Security and Risk Management will conduct a risk assessment prior to making the decision to close the College. Decisions to close each campus may be made separately and may affect each campus differently.
2. If a College closure is announced, employees who are scheduled to work are not required to report to work, unless designated as Required Services Personnel. Required Service Personnel are

expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.

## E. PROCEDURES

*Procedures outline the steps people are expected to take in order to implement a policy; a protocol or set of actions that represent the approved (standard) way of doing something; or a set of directions or instructions.*

*Procedures tied with an approved Administration Policy are typically outlined in a supplemental document, a Standard Operating Procedure (SOP), using the College's SOP template. SOPs are housed on the College Intranet (DC Connect) and are accessible only to College employees. Where an SOP has been developed, cite it in this section of the policy. (Note: Responsibility for creating/revising a policy-related SOP lies with the Policy Sponsor/Policy Owner, working in consultation with the SOP Chair.)*

*List SOPs alphabetically by title (omitting SOP number), using a bullet list, and italicize titles.*

*Example (include heading, linked to main landing page for SOPs):*

[Standard Operating Procedures](#) on DC Connect (for internal users)

- *College Closure – Due to Weather Conditions*

*In some cases, College departments produce supplemental documents such as Standards or Guidelines to make available to employees related information not suited to an SOP. These documents also typically reside on the College Intranet and should be noted here but under their own subheading, separate from the list of SOPs. Examples include Expense Claim Guidelines and various Standards relating to Information Security.*

*Where procedures need to be accessible (via the College's website) to students, College Board members or other external stakeholder groups, exceptions to this general practice are made. A brief set of procedures providing general clarification may be outlined here, in this section of the policy. (Note: Multilevel statements should be formatted as follows: cardinal number, lower-case letter, lower-case Roman numeral: e.g., 1.a followed by 1.b, or 2.b.i followed by 2.b.ii.)*

*Where a more comprehensive, detailed set of procedures needs to be available to stakeholders other than (or in addition to) College employees, such procedures should not to be included in policy but published in stand-alone fashion on an appropriate section of the College website, with a referring link appearing at the end of the relevant policy (see Section F, below).*

*If unsure as to the appropriate method for handling procedural statements, consult with the Policy Officer or the EA, College Governance.*

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- *Using bullet points, list here any policies, procedures, forms, documents or websites that are cross-referenced in the policy and/or directly related to it.*
- *Embed links to general landing pages only, as required (e.g., to the main Administration Policies webpage for cross-referenced College policies): do not link to individual documents.*
- *Consider whether new templates, forms or worksheets should be created to aid users in*

- *applying the policy. Consult with the Policy Officer or the EA, College Governance if unsure.*
- *If none, enter N/A.*

## G. RELATED ACTS AND REGULATIONS

- *Using bullet points, list and link to any specific legislation or regulations that enable or are related to any requirements set out in the policy. List entries in alphabetical order.*
- *Use the complete title when citing legislation, and link via the BC Laws or Canada Laws website, as appropriate.*
- *Italicize titles of Acts or other documents but not webpages; follow documentation conventions such as use of square brackets around statute status and date, and lower-case 'c.' for chapter number.*
- *If none, enter N/A.*

*Examples:*

- [College and Institute Act](#) [RSCBC 1996], c. 52

(Note: link embedded is

[http://www.bclaws.ca/civix/document/id/complete/statreg/96052\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01))

- [WorkSafe BC Occupational Health and Safety Regulation \(OHSR\)](#)

(Note: link embedded is

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/occupational-health-safety-regulation>)

## H. RELATED COLLECTIVE AGREEMENTS

- *Using bullet points, list and link to any specific references to current collective agreements that enable or are related to the policy.*
- *Link via the PSEA website for current collective agreements; link to the main landing page for collective agreements (rather than to the specific pdf).*
- *Identify specific provisions (LOU, Article or Clause), where appropriate/known, following the link*
- *If none, enter N/A.*

*Example:*

- Current [Collective Agreement between Douglas College and Douglas College Faculty Association](#), LOU #2

(Note: link embedded is

<https://www.psea.bc.ca/collective-bargaining/collective-agreements>)