


| Administrative Procedure Review of Administrative Procedures | |
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|  | Department: School Operations |
| | Approved by: Leadership Council |
| | Date Approved: January 22, 2024 |
| | Revision Date(s): |
| | Review Date: |
| | External References • <i>The Education Act, 1995</i> |
| | Internal References • None |

Purpose

- This administrative procedure outlines the process for periodic review and revision of administrative procedures at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This procedure applies to all administrative procedures developed and maintained by Sask DLC. It covers the review and revision process, responsibilities, and the timeline for conducting these reviews.

Policy Statement

- Sask DLC is committed to maintaining a systematic and transparent process for the regular review and update of administrative procedures. This commitment is essential to ensure that our administrative processes remain effective, efficient, and in compliance with applicable laws and regulations.

Procedures:

1. Identification of Administrative Procedures for Review
 - a) The Chief Executive Officer (CEO) of Sask DLC or their designate is responsible for creating and updating administrative procedures and establishing and maintaining consultative processes for their review.
 - b) A review of all administrative procedures will be carried out as required.
 - c) As appropriate, the review of administrative procedures shall include input from Sask DLC employees at the regional campuses and administrative office.
 - d) A review of a specific administrative procedure may be initiated at any time through a formal request from the CEO, a Campus Principal, or an employee personally affected by the procedure. The request for review shall detail the issues and concerns associated with the administrative procedure and offer suggestions for revision.

- e) The CEO shall determine an appropriate process for reviewing a specific administrative procedure when a request to do so is received and will ensure that fair and reasonable consideration is given to the request. Such a review will be carried out by a committee which includes the CEO, a member of the executive management team with direct responsibility in that area, the Director of Policy and a Campus Principal selected by the CEO.
- f) Any decisions arising from a review of administrative procedures will be disseminated promptly to all affected stakeholders. If any substantive changes are made to the administrative procedures, internal communication will be used to notify all staff members. Furthermore, the updated administrative procedures will be made available on Sask DLC's website within a reasonable time frame.