**NEW PROCEDURE TEMPLATE**

|  |  |
| --- | --- |
| **Procedure Title** |  |
| **Procedure Holder** |  |
| **Procedure Approver(s)** |  |
| **Related Policies** |  |
| **Related Procedures** |  |
| **Appendices** |  |
| **Storage Location** | Website - <https://www.confederationcollege.ca/policies-and-procedures> |
| **Effective Date** |  |
| **Next Review Date** |  |

# Purpose

A concise statement (one or two sentences) on why the policy exists and what it is designed to address.  This statement should not contain background information or detailed explanations.

This section can also reference legislation, Ministry directives or guidelines, or collective agreements, etc. which provide a broad framework for which this policy operates and with which the policy needs to comply.

# Scope

This states the people or groups of the College community to which the policy applies. For example: “This policy applies to all regular full time staff”.  If there are exceptions, it should be stated.  The scope of a policy may also include when it should apply and to what extent.

# Definitions

**[term to be defined]**

Definitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinitiondefinition

**[Duplicate the above as needed]**

# Governing Laws and Regulations

List all that apply

# Procedure Statements

**1. How to Begin**

* 1. Receive approval to proceed with a new Procedure.
  2. Identify Writing Team and Administrative Contact.
  3. Always begin to write a new Procedure by finding and opening the new Procedure template (<https://www.confederationcollege.ca/policies-and-procedures>) rather than beginning a new document, then:
     1. Fill out the table at the top of the document;
     2. Save the new procedure immediately with a new name using the “Save As” function; and
     3. Proceed to write each section by overwriting and adding to existing text, noting the description in each.

1. **Correct Format**
   1. Procedures should take the form of a numbered list, with each number being one paragraph.
   2. Use numbered headings as you see here to aid the reader in scanning sections.
   3. Use the Word numbering outline and indenting functions instead of manual TABs, numbers or spaces. For ease of use, this template has been laid out as a new directive should be.
   4. To the greatest extent possible, make your procedure look like this document, being attentive to the following details:

2.4.1. All text shall be written in Calibri 12-Point;

2.4.2. Do not use paragraph spacing;

2.4.3. Each major paragraph and subparagraph shall be separated from others by a double return (see above), while sub-sublists such as this may be separated only be a single return;

2.4.4. Subheadings shall be in bold and properly capitalized;

2.4.5. The numbering shall follow the system herein;

2.4.6. Each paragraph shall be indented, subparagraphs and sub-subparagraphs further indented exactly as seen herein;

2.4.7. At the end of your writing, verify that the sizes of the indents are consistent throughout the document;

2.4.8. At the end of your writing, verify that the numbering is consistent;

2.4.9. Page numbering shall be included in the lower right corner of the document, using the MS Word Page Numbering function; and

2.4.10 Numbered lists should be punctuated like this.

1. **Writing Style**
   1. Use complete, grammatical sentences with no sentence fragments.
   2. Use clear, uncomplicated language and avoid jargon and legalese.
   3. Avoid generalization. Be specific whenever possible.
   4. Avoid unnecessary detail and do not include real people’s names, i.e. reference the position rather than the person holding it.
   5. Do not use unexplained short forms or acronyms. The first time you reference something, use its full name and place the acronym or abbreviation in brackets; from that point on, you may use the short form.
   6. Do not use text-speak—for example, do not use ampersands (&) in the place of “and” unless the symbol is part of a name (i.e. “A&W”) or other proper noun.
   7. Everything must be properly capitalized and punctuated.
2. **Procedural Logic**
   1. The order in which things are presented and the way in which they are organized should make sense in a “real world” way, i.e., they should make intuitive sense to most people.
   2. It will be frequently necessary to state who is responsible for each step.
   3. The Writing Team should be those who are experienced in the area related to the procedure and thus should be able to anticipate objections or complications and address them in the procedure.
   4. There may be times when an element of decision or action is left to the discretion of specific personnel. This discretion can be created by the use of words like “may” or “shall consider” as opposed to simply directing that something shall be done.
3. **Steps to Approval**
   1. Reference the Policy, Procedure or Practice Work Flow Chart (Appendix One of the Policy, Procedure and Practice Framework) to ensure that all steps towards approval are being followed.
   2. The appropriate Cover Sheet must be used to record the progress of the Working Draft through consultation with Stakeholders, amending as needed to add or delete Stakeholders on the list.
   3. The Administrative Contact will attach the printed and correct Cover Sheet to the Working Draft before sending it out to the first Stakeholder body.
   4. The Administrative Contact will need to follow the progress of the draft and ensure it is reaching each Stakeholder in turn, followed by the Policy and Procedure Committee and then, ultimately, the Senior Team. See Sections 5.6 - 5.17 of the Policy, Procedure and Departmental Practice Framework for expanded details regarding this process.

# Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Change** | **Author** | **Date of Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 