

MEMORIAL UNIVERSITY RECREATION COMPLEX INC.
OPERATIONAL POLICY

OP. 31 The Works Policies

PURPOSE

This policy outlines how the policy manual for The Works will be maintained after it is adopted by the Board of Directors.

SCOPE

This policy applies to the procedures for any revisions to already approved/adopted policies by The Works, the adoption of a new policy or the removal of a policy or the adoption of a policy that already exists at the University. It also addresses the requirements under the Management Agreement – section 4, between Memorial University and Memorial University Recreation Complex Inc.

POLICY STATEMENT

- I. The Works agrees that it will adhere to those administrative, travel and financial policies of the University which are mandated or governed by federal, provincial, municipal or other laws.
- II. Business processes and operations of The Works are outlined in the policy manual contained herein.
- III. The Board will establish a Policy Committee which will consist of the Director/General Manager and 2 members from the Board. This committee will review all proposed changes to policies and proposals for new policies before it goes to the full board. Changes and additions to the policy manual must be approved and adopted by the Board of Directors prior to implementation. Prior to such approval the Director/General Manager has the discretion to provide the policies to employees in the form of guidelines.
- IV. Policy proposals to be considered by The Works' Board of Directors will be reviewed by the Director/General Manager and the implications of such policy reviewed and evaluated by the employees. The Policy Committee of the Board will review these details, and the Board will consider the employee input prior to making the policy official.
- V. Each time The Works adopts a significant new policy or creates a significant change in an existing policy, it will provide notice thereof to the Separately Incorporated Entity Standing Committee of the Vice-Presidents Council.
- VI. All policies and/or business practice decisions of the Board will remain in effect until replaced or rescinded by a motion of the Board.
- VII. The Works will provide a copy of the policy manual to the Separately Incorporated Entity Committee and any updates and/or revisions of the manual approved by the Board.
- VIII. Once approved, the new policy will be communicated to all Division Managers in writing with appropriate operational instructions.

AUTHORITY

The Board Chair is responsible for ensuring that appropriate procedures are adhered to in regards to making the Board meeting official. The Chair is responsible for ensuring a policy committee of the Board is established.

RESPONSIBILITY

The Director/General Manager is responsible for the administrative aspects of managing and communicating the policy manual and any future changes. The Director/General Manager is responsible for ensuring that the Division Managers are following and enforcing policies.

The Division Managers are responsible for proper communication of appropriate policies to employees in their division. It is the Division Manager's responsibility to ensure policies are being followed.