

Policy & Procedure Workflow

Policies	Procedures
Document is put in SharePoint for editing	Document is put in SharePoint for editing
Collaboration (45) Documents that require substantial editing will be reviewed by legal prior to the document moving to the approval process.	Collaboration (45) Documents that require substantial editing will be reviewed by legal prior to the document moving to the approval process.
Document is moved to DocTract for the approval process	Document is moved to DocTract for the approval process
Related Department Approval (14) When responsibilities cross over between departments, the related department will approve before this goes to the document owner for final approval.	Related Department Approval (14) When responsibilities cross over between departments, the related department will approve before this goes to the document owner for final approval.
Manager Approval (14)	Manager Approval (14)
Legal Review (30)	Legal Review (30)
Policy Analyst Review (Prior to VP) (5)	Policy Analyst Review (Prior to VP) (5)
VP Final Approval (Prior to HOP) (14) If significant changes are suggested by the HOP, the document will be sent back to the department VP for further discussion.	VP Final Approval (14)
Policy Officer Review (Prior to HOP) (5)	Policy Officer Final Approval (5)
Policy Analyst Review (Prior to HOP) (5)	Publish (5)
HOP Review (14)	
Policy Analyst Review (After HOP) (5)	
Policy Officer Final Approval (After HOP) (5)	
President Approval (5)	
Publish (5)	

Note: Numbers in parentheses indicate the estimated days for review time