

Policy & Procedure Workflow

Policies	Procedures
Document is put in SharePoint for editing	Document is put in SharePoint for editing
Collaboration (45) *	Collaboration (45) *
Document is moved to DocTract for the approval process**	Document is moved to DocTract for the approval process**
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)	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 Officer Final Approval (After HOP) (5)	
Policy Analyst Review (Prior to President) (5)	
President Approval (5)	
Publish (5)	

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

* Documents that require substantial editing will be reviewed by legal prior to the document moving to the approval process.

** Documents should be a final draft of the policy/procedure to be published.

*** Documents are put into final format and all links are verified before sending the final draft to the department VP for approval.

**** If significant changes are suggested by the HOP, the document will be sent back to the department VP for further discussion.