

<b>Selkirk College Policies and Procedures</b>		Number <b>6510</b>	<b>Organizational Restructuring</b>		
		Replaces	B6004.1		
		Effective	2015-01-01	Next review :	2020-01.01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2015-01-01	
President	President	Recommended/Approved by Education Council		NA	
		Approved by President		2015-01-01	

## 1 PURPOSE

The purpose of this policy is to outline the procedure for consultation on and communication about organizational restructuring.

## 2 SCOPE/LIMITS

This policy applies to all Selkirk College employees.

## 3 PROCEDURE

From time to time the College's organization may need to be restructured. The College's organization can be restructured due to a variety of circumstances.

Such restructuring may create an uncertain and stressful environment. This procedural statement is intended to provide a mechanism to reduce stress and uncertainty and to provide a means whereby individuals directly affected by the reorganization and other significant changes are involved to varying degrees in the process.

In order to reduce stress and uncertainty, the following will apply:

- 1) When it becomes sufficiently clear that the College intends restructuring the organization or a significant component such as a department, the President or designate will meet initially with the supervisor(s) involved and then with the individuals directly affected to advise them that a change is being given serious consideration.
- 2) Following the meeting in #1 above, the President will meet with the president(s) of the bargaining unit(s) whose members will be affected by the change. In addition to the dissemination of information, this meeting will provide an opportunity to discuss a process for introducing the change(s).
- 3) The process determined in #2 above will, subject to time constraints, provide a mechanism for individuals affected to express their opinions and suggest alternatives.
- 4) Once the President has received input from members of the College and has given it due consideration, the President will meet again with the president(s) of the bargaining unit(s) whose members will be affected by the change in order to communicate the decision which he/she intends recommending/implementing and provide an opportunity for further discussion and reaction.
- 5) Following the meetings noted in #4 above, the President will meet with College personnel to

introduce the planned changes and outline the process that will be followed.

- 6) In some instances, particularly where individuals and their positions are involved, confidentiality of information has to be respected. The President will bear the responsibility for determining what can be said, to whom and when.

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**Other relevant policies:**

**Key words:** .....

Organize, President, Restructuring