

**MINIMUM INFORMATION REQUIRED FOR SIGNING AUTHORITY  
DELEGATION LISTINGS PREPARED BY  
DEPUTY HEAD ANNUALLY BY JUNE 30<sup>th</sup>**

(A) Financial Category [6.06(6)(a)]

- name(s) of Director(s) who may re-delegate signing authority;
- name of delegated signing authority;
- FIS account code(s) over which designate has signing authority;
- level of signing authority delegation (i.e. range of dollar values of transactions);
- document types over which designate has signing authority;
- specimen signatures of all designated signing authorities;
- date of preparation of listing; and
- listing approval by Deputy Head evidenced by their signature.

(B) Personnel - Non-Financial Category [6.06(6)(b)]

- name(s) of Director(s) who may re-delegate signing authority;
- position and/or name of delegated signing authority for each type of personnel transaction including:
  - Levels I, II and III of Grievance Procedure;
  - Personnel Transactions;
  - Sick and Vacation Leave;
  - Special Leave;
  - Written Reprimands;
  - Suspensions; and
  - Recommendation for Dismissal/Demotion.\*
- \*Note that the authority to dismiss/demote an employee CANNOT be delegated below the Deputy Head level.
- division/section to which delegation applies;
- date of preparation of listing; and
- listing approval by Deputy Head evidenced by their signature.