GOVERNMENT OF YUKON Policy 1.1
GENERAL ADMINISTRATION MANUAL
VOLUME 1: CORPORATE POLICIES - GENERAL

TITLE: MAINTENANCE OF GENERAL ADMINISTRATION MANUAL

EFFECTIVE: 94 05 12

1 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of the Deputy Ministers' Review Committee on February 11, 2003.

1.2 Application

1.2.1 The General Administration Manual policies serve as Government of Yukon corporate policies, and apply to all departments as follows:

Executive Council Office
Legislative Assembly Office
Community Services
Economy, Tourism and Culture
Education
Environment
Energy Mines & Resources
Finance
Health and Social Services
Highways and Public Works
Justice
Public Service Commission
Workers' Safety and Compensation Board
Yukon Development Corporation
Yukon Housing Corporation
Yukon Liquor Corporation
Women and Gender Equity Directorate
French Language Services Directorate

1.3 Purposes and Principles

1.3.1 This policy establishes the processes according to which the policies for the General Administration Manual will be disseminated and the manual maintained.

1.4 Background

1.4.1 The corporate policies of the Government of Yukon, as approved by Cabinet or Deputy Ministers' Review Committee, are maintained and disseminated by four central agencies. The Executive Council Office, Department of Highways and Public Works, Public Service Commission and Department of Finance are each responsible for a volume of the General Policy and Administration Manual.

1.5 Definitions

1.5.1 "Corporate policies" are policies that:
- are approved by Cabinet, Management Board or Deputy Ministers' Review Committee;
- address government-wide issues rather than issues pertinent to a single department or agency; and
- direct the operations of organizations and employees rather than the general public.

2 ROLES AND RESPONSIBILITIES

2.1 Determination of Policies Included

2.1.1 Any department may suggest that a policy be included in the General Administration Manual.

2.1.2 Departments suggesting the inclusion of a policy in the manual will consult with the department responsible for maintaining the relevant volume of the manual on the appropriateness of including the proposed policy.

2.1.3 When requesting Cabinet, Management Board or Deputy Ministers' Review Committee (DMRC) approval of a new policy, departments will also make a specific recommendation about its inclusion in the manual, if inclusion is desired. Departments will obtain the concurrence of the department responsible for maintaining the relevant volume of the manual.

2.1.4 All requests for revision, additions and/or deletions to the corporate policies shall be presented to the Policy Review Committee in the form of a Cabinet submission. Following that, the submission shall be presented to the Deputy Ministers' Review Committee for approval. The Deputy Ministers' Review Committee will approve or reject the proposal or may forward the submission to Cabinet for final approval in some cases.

2.2 Dissemination of New/Revised Policies

2.2.1 The Executive Council Office, Department of Highways and Public Works, Public Service Commission and Department of Finance are responsible for distributing to their manual holders any new or revised policies contained in their volumes of the General Administration Manual in a timely manner.

2.2.2. At the discretion of the responsible departments, notification of new or revised policies may be distributed electronically.

2.2.3. If electronic distribution is chosen, the department shall:
- Develop and maintain an electronic e-mail distribution list containing government wide departmental representatives.
- Provide notification of new or revised policies via e-mail to the distribution list members as determined above, which should indicate where the new or revised policy could be accessed on the Government of Yukon Intranet website.
- Ensure the Director of Policy or designates from each department hold an up-to-date paper version of their respective volumes and are able to provide paper versions when requested.
- Ensure the volumes are kept current and maintained on the Government of Yukon Intranet website, in a format appropriate for viewing on- line and for printing a high quality copy.

2.3 Maintenance

2.3.1 The Executive Council Office, Department of Highways and Public Works, Public Service Commission and Department of Finance are to ensure that their volumes are kept up to date and maintained on the Government of Yukon Intranet website.