

GENERAL ADMINISTRATION MANUAL

VOLUME 2: DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: MAINTENANCE OF GENERAL ADMINISTRATION MANUAL

EFFECTIVE: August 1, 1994

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**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:

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

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## 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,
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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 in the form of a Cabinet submission presented to the Policy Review Committee. The submission shall then be forwarded to the Deputy Ministers' Review Committee for approval. The Deputy

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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 department, 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 Web site.
- 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 Web site, 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
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ensure that their volumes are kept up to date and maintained on the Government of Yukon Intranet Web site.