



## EDUCATION POLICY CONTRACT COURSES – GENERAL

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**EFFECTIVE:** November 1980  
**REVISED:** November 2008  
**RELATED POLICIES:** [Board Policy EL-5](#)

### **POLICY**

Contract Training is a delivery method that is used through structured private contract.

### **PROCEDURE**

In most instances, private contract will be used for specific topic areas and for short periods of time. Any contract course that may be longer in duration than one semester must have the prior approval, in writing, of the Vice-President, Learning.

Contract format ensures the protection of assets and must follow a form and style approved by and available from the office of the Vice-President Finance & Administration. Rate of reimbursement will be consistent with College policy. College employees entering into contractual arrangements must have authority from the Vice-President Finance & Administration or President.

### **LIABILITY**

The liability coverage provided by the Ministry's University College and Institute Protection Program applies to the College's liability arising out of contract.

Occasionally, proposed contractual agreements may be extremely broad and the College will be asked to indemnify the other party against all actions, including sole negligence of the other party.

In accordance with Section 38 of the Financial Administration Act, government agencies cannot approve indemnities without government approval. An example of such an indemnity may be language such as "The College will indemnify and save harmless said Contractor ..."

To ensure adherence to Section 38 of the Financial Administration Act, all such contracts entered into by the College must bear the signature of the President and/or the Vice President, Finance and Administration. They may only sign a contract containing an indemnification clause upon approval of the Risk Management Branch of the government.

Contracts with outside agencies should also specify that the contractor has appropriate insurance. Proof of this insurance must be obtained by the appropriate campus administrator. Specific requirements for insurance should be determined in consultation with the Vice President, Finance and Administration who will contact the Risk Management Branch.