



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: DECISION-MAKING FRAMEWORK & APPROVAL REQUIREMENTS	Code: AAO500
	Reviewed: 03/01/26
	Effective: 02/01/26

1. PURPOSE

This procedure defines decision-making authority at MATC by identifying which organizational, personnel, financial, and operational decisions require Divisional Vice President approval, legal, and/or Human Resources approval. This document protects the college from unauthorized commitments, ensures consistent practices, maintains legal compliance, and establishes clear escalation pathways.

Managers are expected to secure necessary approvals before finalizing commitments. Decisions made outside of this framework may need to be reversed and could create complications including legal concerns, impacts to MATC's reputation, or performance discussions. When you have questions about the approval process, please escalate to ensure we're following proper protocols.

2. SCOPE

This procedure applies to all MATC managers, supervisors, coordinators, and employees in leadership roles who supervise staff or manage operational functions. All individuals in these roles must understand their decision-making authority and escalate appropriately.

3. DEFINITIONS

Term	Definition
✓ (Manager Authority)	Manager can approve without escalation
E(VP)	Requires Divisional EVP/Vice President approval
E(VP) + P	Requires Divisional EVP/Vice President and President approval
E(VP) + L	Requires Divisional EVP/Vice President and Legal approval
E(VP) + HR	Requires Divisional EVP/Vice President and HR approval
E(VP) + HR + P	Requires Divisional EVP/Vice President, HR, and President approval
E(VP) + P + L	Requires Divisional EVP/Vice President, President, and Legal approval
E(VP) + HR + P + L	Requires Divisional EVP/Vice President, HR, President, and Legal approval

Note: EVP and VP approval is required for Student Success Division.

4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Manager/Supervisor	Identify decision type, determine required approvals, prepare and submit requests, obtain written approval before taking action, document approvals and retain in department files
Divisional EVP/VP	Review and approve escalated decisions within their division, present proposals to the President when required, notify managers of approval decisions



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VP of HR	Review personnel, organizational, and employee relations decisions for compliance, equity, legal risk, and policy alignment; advise on process and prepare recommendations
General Counsel	Review decisions with legal implications for compliance, public safety and risk; advise on contracts, agreements, and matters involving potential legal exposure
President	Serve as final approver for decisions requiring presidential authorization; review proposals presented by divisional VPs

5. PROCEDURE — DECISION-MAKING FRAMEWORK

CATEGORY 1: PERSONNEL, STRUCTURAL & ORGANIZATIONAL DECISIONS

DECISION TYPE	APPROVAL REQUIRED	EXAMPLES / NOTES
Position Reclassification	E(VP) + HR	Any change to position duties, grade, title, or classification; approval required prior to submitting to HR
Promotions or Title Changes	E(VP) + HR	Includes statements that imply the employee will be promoted
Additional Responsibilities/Duties	E(VP) + HR	Work outside job description that may lead to pay increase
Organizational Structure Changes	E(VP) + HR + P	Changing reporting relationships, creating new teams/units; approval required before action taken
Creating New Positions	E(VP) + HR + P	Any new FTE or position creation
Eliminating Positions/Layoffs	E(VP) + HR + P + L	Position elimination, reduction in force
Employee Terminations for Cause	E(VP) + HR + P + L	Final disciplinary action resulting in termination (including for student workers)
Salary/Compensation Adjustments	E(VP) + HR	Any pay increase outside normal cycle
Final Hiring Selection for Managerial Positions	E(VP) + HR	Final candidate selection and offer authorization
Internal Transfers Between Divisions	E(VP) + HR	Requires approval from both VPs and HR

CATEGORY 2: COMMUNICATIONS & EXTERNAL RELATIONS

DECISION TYPE	APPROVAL REQUIRED	EXAMPLES / NOTES
TWA Submissions or All-College Emails	E(VP)	ALL articles/submissions to college-wide communications, including TWA and emails that go to all students, all employees, or both
Media/Press Communications	E(VP) + P	Media inquiries, press releases, public statements (general)
Media/Press — Personnel Matters	E(VP) + HR + P + L	Media inquiries, press releases, public statements/comments based on personnel matters



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Community-Based External Commitments	E(VP) + P + L	External commitments relating to any use of college resources, personnel, funding, facilities to external contractors or groups (non-MATC related)
Partnerships/MOUs/Agreements	E(VP) + P + L	External partnerships, contracts, agreements
College Events (Internal)	E(VP) + L	Any planned activity open beyond a defined workgroup for an internal-only audience. Internal = all hosts/attendees are current MATC students or employees and event is on MATC campus property
College Events (External)	E(VP) + P + L	Any planned activity open to the public. External = any speakers/guests/attendees are not current MATC students or employees and/or event is not on MATC property
Employee Offered Training/Workshop	E(VP) + HR	Any college-wide employee professional development, training, education, or workshops related to roles, responsibilities, behaviors, expectations, customer service (excludes software or departmental procedure training)

CATEGORY 3: BUDGET & FINANCIAL DECISIONS

DECISION TYPE	APPROVAL REQUIRED	EXAMPLES / NOTES
Expenditures Over Budget	E(VP)	Any spending that exceeds approved budget; with consultation from legal if needed
Budget Transfers Between Accounts	E(VP)	Moving funds between budget cost centers
Capital Purchases Over \$5,000	E(VP)	Equipment, furniture, technology over threshold
Grant Applications/Submissions	E(VP)	All grant proposals and applications
Vendor Contracts and Independent Contractors	E(VP) + HR + P + L	Vendor contracts reviewed and approved by Legal, signed by Finance; independent contractors approved by HR

CATEGORY 4: POLICY & OPERATIONAL DECISIONS

DECISION TYPE	APPROVAL REQUIRED	EXAMPLES / NOTES
Policy Exceptions/Fund Waivers	E(VP) + HR + P + L	Any exception to established policies (including federal)
New Policies or Procedures	E(VP) + HR + P + L	Creating or modifying department/division policies and/or procedures
Major Program/Service Changes	E(VP) + HR + P + L	Discontinuing services, adding new programs
Facility/Space Decisions	E(VP) + P + L	Space reallocation, renovations, department office moves



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CATEGORY 5: MANAGER AUTHORITY (FOR REFERENCE)

DECISION TYPE	APPROVAL REQUIRED	EXAMPLES / NOTES
Day-to-Day Operations	✓ Manager	Routine work assignments within job description
Work Schedules (Within Policy)	✓ Manager	Scheduling shifts, approving time off per policy
Spending Within Approved Budget	✓ Manager	Routine purchases within budget authority
Performance Coaching/Counseling	✓ Manager	Informal coaching (consult HR for formal discipline)

6. EXCEPTIONS

True emergencies (safety issues, immediate operational crises) may require swift action. Managers should take necessary immediate steps to address the emergency, then notify their E(VP) and HR as soon as possible. However, most situations that feel urgent are not true emergencies and can wait for proper approval.

Established, recurring events (Graduation, Open House, etc.) do not require P, L, or E(VP) approval. However, managers are required to notify their E(VP) of the event before work begins. All new events and dormant events that have not been held within the last 12 months require full approval.

A small list of TWA submission types do not require E(VP) approval (though notification is still required): scheduled college closures, public safety promotions, menus, and time sheet due dates.

7. ESCALATION

Step 1: Identify the Decision Type

Before taking action, managers must identify which category the decision falls into using the Decision-Making Framework above. If unsure, err on the side of escalation.

Step 2: Determine Required Approvals

Based on the matrix, determine the approval path required and follow the corresponding process below.

E(VP) Approval Process

1. **Prepare Request:** Document the decision, rationale, and any relevant details
2. **Submit to E(VP):** Email or meet with your EVP and Divisional Vice President to request approval
3. **Await Decision:** Do NOT take action until E(VP) approval is received in writing
4. **Document Approval:** Retain written approval in department files
5. **Implement:** Proceed with decision only after receiving E(VP) approval

E(VP) + HR Approval Process

1. **Contact HR First:** Reach out to your HR Business Partner to discuss the proposed decision



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2. **Provide Details:** Share all relevant information including affected employees, rationale, timeline, and business need
3. **HR Review:** HR will review for compliance, equity, legal risk, and policy alignment
4. **HR Recommendation:** HR will advise on process, provide guidance, and prepare recommendation for E(VP)
5. **Joint Submission to VP:** Manager presents recommendation to E(VP) and copies HR
6. **VP Decision:** E(VP) makes final decision with input from both manager and HR
7. **Document Approvals:** Obtain written confirmation from both HR and VP
8. **Implement with HR Support:** Proceed with decision following any additional guidance from HR

E(VP) + P Approval Process

1. **Prepare Request:** Document the decision, rationale, and any relevant details
2. **Submit to VP:** Email or meet with your E(VP) and Divisional Vice President to request approval
3. **Await Decision:** Do NOT take action until E(VP) approval is received in writing
4. **President Approval:** E(VP) will take proposal to the President for review and approval
5. **Approval Provided:** E(VP) will notify the manager of the President's approval
6. **Document Approval:** Retain written approval in department files

E(VP) + HR + P Approval Process

1. **Contact HR First:** Reach out to your HR Business Partner to discuss the proposed decision
2. **Provide Details:** Share all relevant information including affected employees, rationale, timeline, and business need
3. **HR Review:** HR will review for compliance, equity, legal risk, and policy alignment
4. **HR Recommendation:** HR will advise on process, provide guidance, and prepare recommendation for VP
5. **Joint Submission to E(VP):** Manager presents recommendation to E(VP) and copies HR
6. **President Approval:** E(VP) will present proposal for review and approval by President with HR support
7. **Approval Provided:** E(VP) will notify the manager of the President's approval
8. **Document Approvals:** Obtain written confirmation from both HR and VP
9. **Implement with HR Support:** Proceed with decision following any additional guidance from HR

E(VP) + HR + P + L Approval Process

1. **Contact HR and Legal JOINTLY First:** Reach out to your HR Business Partner (copy E(VP), HR) and General Counsel to discuss the proposed decision
2. **Provide Details:** Share all relevant information including affected employees, rationale, timeline, and business need
3. **HR + Legal Review:** HR and Legal will review for compliance, equity, legal risk, and policy alignment
4. **HR + Legal Recommendation:** HR and Legal will advise on process, provide guidance, and prepare recommendation for VP



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5. **Joint Submission to E(VP):** Manager presents recommendation to E(VP) with HR + Legal copied or present
6. **President Approval:** E(VP) will present proposal for review and approval by President with HR support
7. **Approval Provided:** E(VP) will notify the manager of the President's approval
8. **Document Approvals:** Obtain written confirmation from both HR and E(VP)
9. **Implement with HR Support:** Proceed with decision following any additional guidance from HR

E(VP) + P + L Approval Process

1. **Prepare Request:** Document the decision, rationale, and any relevant details
2. **Submit to E(VP) and copy Legal:** Email or meet with your E(VP) and Divisional Vice President to request approval
3. **Await Decision:** Do NOT take action until E(VP) approval is received in writing
4. **President Approval:** E(VP) will take proposal to the President for review and approval
5. **Approval Provided:** E(VP) will notify the manager of the President's approval
6. **Document Approval:** Retain written approval in department files

Timeline Expectations

- E(VP) Approval: Typically 2–5 business days depending on complexity
- E(VP) + HR Approval: Typically 5–10 business days to allow for HR review and E(VP) decision
- E(VP) + P Approval: Typically 10–20 business days to allow for review and decision
- E(VP) + HR + P Approval: 20–30 business days to allow for review, evaluation, and decision
- E(VP) + HR + P + L Approval: 20–30 business days to allow for review, evaluation, and decision
- E(VP) + P + L Approval: 20–30 business days to allow for review, evaluation, and decision
- Urgent Situations: If urgent, flag as time-sensitive when submitting request

When in Doubt, Escalate

If you are uncertain whether a decision requires escalation, always err on the side of consulting your E(VP) or HR. It is far better to escalate unnecessarily than to make an unauthorized decision that must be reversed.

8. COMPLIANCE AND CONSEQUENCES OF NON-COMPLIANCE

Managers who make decisions requiring approval without obtaining proper authorization may face the following consequences:

Institutional Consequences

- Decisions will be reversed, potentially embarrassing the manager and damaging employee relations
- Legal liability for discrimination claims, contract violations, or unauthorized commitments
- Financial costs including back pay, legal fees, arbitration expenses, or settlement payments
- Reputational harm to MATC from external commitments that cannot be honored



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Manager Consequences

- Performance management action up to and including termination
- Loss of credibility and trust with employees, peers, and leadership
- Requirement to personally communicate reversal of unauthorized decisions
- Increased oversight and reduced decision-making authority
- Documentation in personnel file that may affect future advancement

9. RELATED DOCUMENTS AND FORMS

- Decision-making Escalation Matrix FAQ (Merged)
- Employee Handbook
- MATC Board Policies

OFFICE OF RESPONSIBILITY: VP of Human Resources