

**April 1, 2022 — March 31, 2025**

# **Collective Agreement**

**Vancouver Community College**

**and**

**Vancouver Community College  
Faculty Association**



**We acknowledge that Vancouver Community College (VCC) is located on the traditional unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓w̓x̓wú7mesh (Squamish), and səliłwətaʔt (Tseil-Waututh) peoples who have been stewards of this land from time immemorial**

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## STATEMENT OF AGREEMENT

THIS AGREEMENT is effective as of April 1, **2022**

BETWEEN:

Vancouver Community College, of the City of Vancouver, in the Province of British Columbia,  
(hereinafter called "the College")

OF THE FIRST PART;

AND:

The Vancouver Community College Faculty Association (Broadway and Downtown campuses and any other designated satellite locations thereof), Vancouver Community College, of the City of Vancouver, in the Province of British Columbia,

(hereinafter called "the Association")

OF THE SECOND PART.

WHEREAS the College is an employer within the meaning of the *Labour Relations Code*;

AND WHEREAS the Association is a trade union within the meaning of the said Code and is the bargaining agent for the faculty members in a unit composed of instructors, counsellors, health nurses and librarians in programs conducted by and at Vancouver Community College Downtown and the Broadway Campus of the College and any other designated satellite locations thereof;

NOW THIS AGREEMENT WITNESSETH that the parties hereto agree each with the other as follows:

### **1 AGREEMENT**

#### **1.1 Purposes of Agreement**

This Agreement has been developed through the cooperative efforts of the College and the Association.

The purposes of this Agreement are to:

- a) foster cooperative and harmonious relations between the College, the Association and the Faculty Members;
- b) establish the working conditions and remuneration for the Faculty Members; and
- c) facilitate the just resolution of any differences which may arise between the parties.

#### **1.2 Term of Agreement**

- 1.2.1 This Agreement shall be for a term of 36 months from April 1, **2022** to March 31, **2025**, both dates inclusive.

1.2.2 If no Agreement is reached at the expiration of this Agreement, this Agreement shall remain in force up to the time a strike or lockout commences, or until a new or renewed Agreement is entered into.

**1.3 Notice to Commence Bargaining**

Either party to this Agreement may at any time within 4 months immediately preceding the expiry of this Agreement by written notice require the other party to commence collective bargaining.

Where notice to commence collective bargaining has been given in writing to the other party, the parties shall, within 10 working days after receipt of said notice, commence to bargain collectively in good faith, and make every reasonable effort to conclude a collective agreement or renewal or revision of it.

**1.4 Precedence of Agreement**

In the event that there is a conflict between the contents of this Agreement and any regulations or policies made by the College, this Agreement shall take precedence over the said regulations or policies.

**2 INTERPRETATION AND DEFINITION**

**2.1 Area**

For the purposes of Article 4, (Qualifications, Hiring, Appointments and Regularization) and Article 11, (Reduction, Recall and Severance Pay), the term “area” shall be the instructional **or non-instructional** unit(s) **of the College listed in Appendix II Areas & Area Hiring Qualifications.**

**2.2 Auxiliary**

“Auxiliary” faculty members are those employed

a) for unspecified periods on a day-to-day basis whether for full days or partial days, that do not exceed 19 consecutive duty days in duration; or

b) for specified periods which stipulate starting and ending dates, where the length of the appointment is 3 duty days or less.

Where an Auxiliary faculty member’s appointment exceeds 19 consecutive duty days, the faculty member will be issued a term appointment for the remainder of that work assignment and the College will count retroactively the 19 duty days toward regularization.

Auxiliary faculty members are covered by the following provisions:

- Article 1                      Agreement**
- Article 2                      Interpretation and Definitions**
- Article 3                      Association Rights**

<b>Article 4</b>	<b>Qualification, Hiring, Appointments and Regularization</b>
<b>Article 5</b>	<b>Salaries and Allowances</b>
<b>Article 6</b>	<b>Assigned Duty, Working Conditions and Professional Development</b>
<b>Article 7.4</b>	<b>Annual Vacation</b>
<b>Article 7.6</b>	<b>Statutory Holidays</b>
<b>Article 7.7</b>	<b>Winter Break</b>
<b>Articles 7.22</b>	<b>Pension Plan</b>
<b>Article 7.23</b>	<b>Employment Insurance</b>
<b>Article 9</b>	<b>Academic Freedom</b>
<b>Article 12</b>	<b>Grievance Procedure</b>
<b>Article 18</b>	<b>Discipline, Suspension and Dismissal</b>
<b>Article 19</b>	<b>Personnel Files</b>
<b>Article 24</b>	<b>Human Rights</b>
<b>Article 25</b>	<b>Sexual and Personal Harassment</b>
<b>Article 26</b>	<b>Personal Health and Safety</b>
<b>Article 27</b>	<b>Office Space</b>
<b>Article 28</b>	<b>Liability Insurance</b>
<b>Article 29</b>	<b>Rights of Employer</b>
<b>Article 30</b>	<b>Criminal Records Check</b>
<b>Appendices</b>	<b>I, II, XIII, XVI, XX, XXI, XXIV</b>

### **2.3 College or Employer**

The "College" or "Employer" is the Board of Vancouver Community College.

### **2.4 College President**

The "College President" is the Chief Executive Officer of the College.

### **2.5 Dean**

A "Dean" is a Dean employed by the College. This person shall not be a member of the Association.

### **2.6 Delegate**

A "delegate" refers to a person who has been explicitly designated to the position of Vice President, Dean or Director by a Vice President, Dean or Director as appropriate. This person shall not be a member of the Association.

### **2.7 Department Leader**

"Department Leader" means a faculty member who is a Department Head, Assistant Department Head, Coordinator I, or Coordinator II.

**2.8 Director**

A "Director" is a Director employed by the College. This person shall not be a member of the Association.

**2.9 Duty Day**

"Duty day" means every day a faculty member is on assigned duty either full-time or part-time, pursuant to Article 6, (Assigned Duty, Working Conditions and Professional Development).

**2.10 Faculty**

"Faculty member" or "faculty" means a person or persons employed in the bargaining unit represented by the Association.

**2.11 Fiscal Year**

A fiscal year begins April 1 of each year and ends on March 31 of the following calendar year. These dates are subject to change through provincial legislation.

**2.12 Full-time**

"Full-time" appointments are appointments on a full-time basis as per Article 6, (Assigned Duty, Working Conditions and Professional Development).

**2.13 Interpretation**

In this Agreement, unless the context otherwise requires, words importing the singular number shall include the plural number and vice versa.

**2.14 Part-time**

"Part-time" appointments are appointments on a less than full-time basis as per Article 6, (Assigned Duty, Working Conditions and Professional Development).

**2.15 Permanent Regular**

"Permanent regular" faculty members are those holding half-time or more appointments that are expected to be continuous from year to year.

**2.16 Probationary Regular**

"Probationary regular" faculty members are those holding half-time or more appointments, who are serving a probationary period of one year, prior to being confirmed in their appointments as permanent regular faculty members.

**2.17 Spouse**

The term "spouse" shall include:

- a) the faculty member's spouse by virtue of a legal marriage; or

- b) the faculty member's partner who is eligible to be qualified as a spouse under the following terms:
  - a partner who, at the time of the qualification, is publicly maintained and represented as the faculty member's spouse and has continuously been so maintained and represented for at least the previous 12 months; and
  - provided that there is no regulatory or statutory impediment external to the College's control.

## **2.18 Term**

2.18.1 "Term" faculty members are those employed:

a) for specified periods which stipulate starting and ending dates, where the length of the appointment is more than 3 duty days; or

b) for unspecified periods where it is known in advance that the period of the assignment will exceed 19 duty days in duration.

**2.18.2** A term appointment does not obligate the College to offer or the faculty member to accept subsequent reappointment except as provided in Article 4.11.4, (Appointment Sequence) and Article 4.11, (Procedures for Term Appointments).

This provision will not affect the appointment of a faculty member eligible for regular appointment in keeping with the provisions of Article 4.12, (Regularization).

## **2.19 Time-status of Appointments**

"Time-status" refers to full-time work or portions thereof specified in a faculty member's appointment(s) (e.g. full-time or percentage of full-time).

## **2.20 Vice President**

A "Vice President" is a Vice President of the College. Where there is no administrative officer with the title "Vice President", the highest ranking administrative officer(s) shall be deemed to be a Vice President.

# **3 ASSOCIATION RIGHTS**

## **3.1 Association Dues**

All faculty members covered by the Association's certificate of bargaining authority shall, as a condition of employment, pay dues to the Association in accordance with its by-laws. Such payment will be made by means of payroll deduction in accordance with the provisions of the *Labour Relations Code* as amended.

### **3.2 Association President**

The Association President is the duly elected chief executive officer of the Vancouver Community College Faculty Association. The Association President shall be considered a faculty member at all College locations.

### **3.3 Job Security**

3.3.1 The College continues to recognize the Vancouver Community College Faculty Association as the bargaining agent for all instructors, counsellors and librarians in programs and services conducted by the Employer at all College locations.

3.3.2 The Association recognizes the ongoing need of the College for flexibility in offering courses and programs through the Centre for Continuing Studies.

3.3.3 Article 3.3.1 does not apply to courses or programs conducted by the College through the Centre for Continuing Studies prior to August 31, 1990.

3.3.4 After August 31, 1990, for courses or programs which are substantially similar to those taught by instructors currently within the jurisdiction of the Vancouver Community College Faculty Association bargaining unit, appropriately qualified persons shall be employed to provide the instruction under the terms and conditions of the current Collective Agreement.

3.3.5 After a new full-time program substantially similar to one taught by members of the bargaining unit has been successfully established within the Centre for Continuing Studies it will normally be moved into the appropriate instructional School or Centre\* of the College.

\*Schools and Centres are noted in Appendix II (Areas & Area Hiring Qualifications)

3.3.6 Should it become appropriate to transfer a program to the Centre for Continuing Studies from another instructional School or Centre, Article 3.3.4 above, will apply.

### **3.4 Stewards**

3.4.1 The College shall recognize 12 Association Stewards as representatives of the Association to deal with matters arising from the administration of the Collective Agreement. The College shall also recognize in addition to the aforementioned stewards, the Association Chief Steward as the chief representative of the Association to deal with matters arising from the administration of the Collective Agreement. In the absence of a Steward or the Chief Steward, the College shall recognize an Association-appointed alternate as the representative of the Association.

3.4.2 The Chief Steward and Stewards shall be granted a reasonable period of leave from normal duties with full pay and benefits to perform their duties as stewards. They shall make scheduling arrangements with their respective Department Leaders to ensure that the needs of the department are met.



3.4.3 Absences of the Chief Steward for meetings with representatives of the College pertaining to grievance and/or contract administration shall be with full pay and benefits. For the purposes of this Article, the representative of the College shall be the appropriate Vice President or delegate. For other absences of the Chief Steward, the Association shall reimburse the College as per Article 3.6 (Association Business).

3.4.4 Representing Members

Stewards shall have the right to be present and represent members at meetings with management that deal with potential disciplinary action or other issues arising from the interpretation or application of this Agreement.

### 3.5 Attendance at Meetings

(See Common Agreement, Article 3.3.2 Union Leave)

3.5.1 The College shall grant paid leave to representatives of the Association for the purpose of carrying on negotiations with the College or attending any meeting connected with management-faculty member relations. The representatives of the Association shall make scheduling arrangements with their Department Heads in order to ensure that the needs of the department are met.

3.5.2 Meetings between the Association and the College as well as Association meetings conducted during duty hours shall be held at times mutually agreed upon.

### 3.6 Association Business

3.6.1 With the approval of the appropriate Vice President, faculty members delegated by the Association to attend to Association affairs may be granted necessary leave of absence without pay to accommodate such involvement; it being understood that such leave of absence shall be mutually agreed between the Vice President and the Association and that such approval shall not be unreasonably withheld.

3.6.2 The College shall, upon request from the Association, grant a full or part-time leave of absence to a member of the Association for the purpose of performing duties with the Association or the Federation of Post Secondary Educators provided that:

a) requests for such leave are made, in writing, by the Association President to the **Associate Director, People Relations, People Services**, whenever possible at least 2 months prior to the commencement of such leave;

b) such leaves shall not exceed 2 years in length;

c) the needs of the Department can be met; and

d) the Association shall notify the College 4 months in advance of the return to the College of a faculty member on leave where such leave is in excess of 4 months.

- 3.6.3 The College shall continue to pay a faculty member granted leave under Articles 3.6.1 and 3.6.2 full pay and benefits, for which the Association shall reimburse the College as follows:
- a) leaves of up to and including 10 consecutive days - at salary cost;
  - b) leaves of over 10 consecutive days and up to, but not including one year - daily rate based on **200** days plus 16%; and
  - c) leaves of one year or longer - actual salary and benefits costs for full years and fraction of years on a pro rata basis.
- 3.6.3.1 Should the College incur additional fringe benefit costs as a result of such leaves such costs shall be identified within a reasonable period of time to the Association for their approval and subsequent reimbursement. Such approval shall not be unreasonably withheld.

### **3.7 Copy of Agreement**

The Association and the College desire every faculty member to be familiar with the provisions of this Agreement, and their rights and obligations under it. For this reason, an electronic version of the Agreement shall be made available on the College's **People Services** website and the VCCFA website. A link to the Agreement will be provided to newly appointed faculty members.

The cost of **printing** any copies of the **Collective Agreement** will be the responsibility of the Party seeking to print.

The Agreement shall be posted on the **People Services** website and the VCCFA website within thirty (30) days of the Parties concluding its proofreading and signing.

### **3.8 Recognition of Picket Lines**

Faculty members shall not be disciplined, suspended or dismissed by the College for refusing to cross a legal picket line. Where faculty members refuse to cross a legal picket line at their normal place of duty, they shall be considered absent without pay in accordance with the *Labour Relations Code* as amended.

### **3.9 Information to the Association**

- 3.9.1 The College shall notify the Association of the terms of employment and salaries of all faculty members who are offered a regular or term appointment within 5 days of receipt of signed confirmation of their appointment to the position.
- 3.9.2 Copies of all subsequent offers of term appointment letters indicating the terms of employment and salaries of faculty members shall be provided to the Association within 5 days of issuance of the letter of a term appointment.
- 3.9.3 The College shall provide the Union with the following reports at the beginning of each month, in electronic format:

a) a report listing the following information for each faculty member for the previous month: name, Banner identification, faculty member status, Association dues deducted, and gross pay; and

b) a separate report listing the following information for each auxiliary faculty member for the previous month: name, Banner identification, faculty member status, Association dues deducted, and gross pay.

3.9.4 Upon receipt of a written request from the Association, the College shall, within 60 days, and in any event, once a year in the month of September provide the Association with the following faculty member and financial information:

a) listings of current faculty members to include the name, address, department and area, step on scale, type of appointment(s), time status and rate of pay;

b) a list of faculty members who have retired or who have died in the past fiscal year;

c) a list of faculty members on leaves of absence indicating type of leave;

d) a copy of all prepared information of a public nature, including annual financial reports, audits and budgets;

e) phone numbers (when permission is not withheld by faculty members);

f) number of term appointments issued annually; and

g) the names of faculty members who have requested a pension waiver.

3.9.5 Notwithstanding the provisions of this Agreement, the College will continue to provide the personal information referenced in Article 3.9.3 to the Association, provided that in doing so the College is not in contravention of the *Freedom of Information and Protection of Privacy Act*.

3.9.6 The College shall provide the Association with the following:

a) College Board public meeting agendas and attachments, when issued;

b) Minutes of public College and representational committee meetings, when issued; and

c) Any other information which the College Board, at its discretion, agrees to provide.

3.9.7 The College shall copy the Association on any correspondence to faculty members related to the interpretation and/or application of this Agreement.

### **3.10 Joint Steering Committee**

3.10.1 The Joint Steering Committee shall consist of 2 members appointed by the College and 2 members appointed by the Association. These 4 members shall be the quorum for a Joint Steering Committee meeting. With the written agreement of the parties, subcommittees which may include non-Joint Steering Committee members may be established to deal with specific matters.

- 3.10.2 The Joint Steering Committee shall be a standing union management committee with a mandate for the following:
- a) Performance Appraisal – to oversee the performance appraisal process for all faculty members as detailed in the attached Appendix VI, (Guidelines for the Performance Appraisal of Permanent Regular Faculty Members and as per Article 15, (Performance Appraisal of Permanent Regular Faculty Members).
  - b) Evaluation – to oversee the evaluation process for all faculty members as detailed in the attached Appendix VII, (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members) and as per Article 16, (Evaluation of Probationary Regular and Term Faculty Members).
  - c) Evaluation and Appraisal of Instructors with Responsibility Allowances – to oversee the evaluation and appraisal of Faculty Members with Responsibility Allowances as detailed in the attached Appendix VIII (Guidelines for the Evaluation and Appraisal of Faculty Members with Responsibility Allowances) and as per Articles 15 and 16.
  - d) Review of Guidelines – to review the Guidelines under a), b), and c) above and update as mutually agreed upon.**
  - e) Any other matters that the College and the Association agree in writing to refer to the Article 3.10, (Joint Steering Committee).
- 3.10.3 **People Services**, Institutional Research, and the Association shall provide assistance to the departments in the administration of forms and procedures for evaluation and performance appraisal. In the event that these bodies are unable to resolve issues arising from the administration of forms and procedures, such issues shall be referred to the Joint Steering Committee for resolution.
- 3.10.4 The Joint Steering Committee may make recommendations to the parties on matters arising from its mandate outlined above, and shall make recommendations to the parties on issues and procedures referred to it by the bodies pursuant to Article 3.10.3.
- 3.10.5 The Association appointed members of the Joint Steering Committee shall be granted a reasonable period of paid leave in order to carry out their responsibilities.
- 3.10.6 Should the members of the Joint Steering Committee be unable to reach agreement on any of the matters within its purview, the matter shall, upon request of one of the parties, be referred for resolution under the terms of Article 12.9, (Policy Grievance).
- 3.11 Consultation on Instructional and Administrative Matters**
- 3.11.1 The effective conduct of the College's operation requires the active and continuing participation of the Association.
- 3.11.2 Where not specified in this Agreement, the management of significant matters affecting the development and implementation of the College's operation shall be carried on through consultative processes. "Significant" shall mean matters in any

area identified by either party as being significant to it. "Consultative" shall mean processes that involve the serious exchange of information and ideas before action is taken.

3.11.3 The Association shall have representation, with vote, on the Operations Council and any similar council established by the College concerning significant instructional or administrative policy matters.

3.11.4 The College will ensure that Association representation is included on any committee established by the College:

a) to determine the allocation or use of space where faculty members work; or

b) to make recommendations for the selection of the President, Vice-Presidents and academic administrators.

## **4 QUALIFICATIONS, HIRING, APPOINTMENTS AND REGULARIZATION**

### **4.1 Area Hiring Recommendation Committees**

4.1.1 For each area, an Area Hiring Recommendation Committee (AHRC) will be formed to make recommendations for hiring when there is a need for a new term or regular appointment or when there is a need to augment an area's pool of auxiliary faculty members.

4.1.2 For regular appointments, the AHRC will consist of an Instructional Associate, an appropriate Department Head, Coordinator II or delegate and at least one regular faculty member from the area. Alternative arrangements may be made with the agreement of the Association and the College.

4.1.3 For auxiliary or term appointments, the AHRC will consist of an appropriate Department Head, Coordinator II or delegate, at least one regular faculty member for the area and may include an Instructional Associate. Alternative arrangements may be made with the Agreement of the Association and the College.

4.1.4 Members of the AHRC will receive orientation and training regarding the hiring recommendation process. Such orientation and training will be developed and delivered jointly by the College and the Association at mutually agreed times.

### **4.2 Area Hiring Qualifications**

**See Appendix II (Areas & Area Hiring Qualifications) for the list of areas**

4.2.1 The process for establishing and revising area hiring qualifications is found in Appendix II (**Areas & Area Hiring Qualifications**). Where the Dean/Director or the department, or both, are considering revisions to the hiring qualifications in any area, the Dean or Director shall so advise the Association prior to any revisions being recommended to the appropriate Vice President for approval.

- 4.2.2 The revised hiring qualifications in any area shall not apply to:
- a) any existing permanent or probationary regular faculty member in that area; or
  - b) any term faculty members who have held appointments in that area at one-half time or more for at least 190 duty days within a continuous 24 month period (or the equivalent amount of duty days for faculty members covered under Article 4.12.2).

### **4.3 Area Hiring Recommendation Process**

- 4.3.1 Each area will develop an area hiring recommendation process to be used by the AHRC and submit it to the appropriate Dean or Director for approval. The Department Head will coordinate this work.
- 4.3.2 The AHRC will follow the approved hiring recommendation process for all candidates. Applicants will be advised by the College that it is their responsibility to present all information regarding their qualifications and suitability for the position.
- 4.3.3 When a new regular appointment is posted, all short-listed applicants, internal and external, will be interviewed by the AHRC.

### **4.4 Postings of Available Work**

- 4.4.1 The College will post, on its website, notices of available work in the following circumstances:
- a) upon establishing the need for a new regular or term appointment, subject to assigning available term work according to Article 4.11.4, (Appointment Sequence); and
  - b) upon establishing the need to augment an area's list of potential auxiliary faculty members.
- 4.4.2 The postings will include:
- a) the department, title and area;
  - b) a short description of the duties;
  - c) a statement of the qualifications required;
  - d) for term appointments, the length of the appointment;
  - e) the time status of the appointment;
  - f) the start date, deadline for application and other relevant information; and
  - g) a summary of the AHRC process for the relevant area.
- 4.4.3 **People Services** will forward the draft posting to the Dean to review and return to **People Services**. The Association will be provided with a copy of the posting at least 48 hours before it is posted. The Area Hiring Recommendations Committee

will be allowed a reasonable length of time to review the posting in order to prepare for the selection process.

- 4.4.4 Except for those permanent regular appointments made pursuant to Article 4.12, (Regularization), notice of all available regular appointments shall be posted and the Association shall be provided with a copy of the notice in accordance with Article 4.4.3.

#### **4.5 Applications for Available Regular or Term Appointments or Auxiliary Work**

##### 4.5.1 Regular Appointments

- 4.5.1.1 Upon approval of the Dean/Director, the Department Leader will request that **People Services** post the notice of a new regular appointment pursuant to Article 4.4, (Postings of Available Work).

- 4.5.1.2 Except for those permanent regular appointments made pursuant to Article 4.12, (Regularization), all individuals, including current term and auxiliary faculty members, must apply for regular appointments, complete the hiring recommendation process and shall require a recommendation from an Area Hiring Recommendation Committee (AHRC) as outlined in Article 4.3.

##### 4.5.2 Term Appointments or Auxiliary Work

Prior to being offered a term appointment or auxiliary work, all individuals must complete the hiring recommendation process and be recommended by an AHRC. The individual need only be recommended by an AHRC once for each area, whether first hired as a term appointment or as an auxiliary. However, an individual who has not worked in the area during the previous twenty-four (24) months must be recommended by the AHRC again prior to rehire in that area.

- 4.5.3 Current faculty members must apply for additional regular or term appointments or for auxiliary work outside their current area(s), and they must meet the hiring criteria and complete each area's AHRC process.

#### **4.6 AHRC Recommendations**

- 4.6.1 When making recommendations to the College, the AHRC will recommend the most suitable candidate(s). The Chair of the AHRC will submit the name(s) of the recommended candidate(s) to the appropriate Dean or Director for approval.

#### **4.7 Non-conforming Appointments in Unavoidable Situations**

- 4.7.1 From time to time, in situations where it is unavoidable, work for unspecified periods may be offered on an auxiliary basis to individuals who have not gone through the AHRC process. For continued or subsequent employment, the faculty member must meet the hiring criteria for that area and be recommended by an AHRC within two months of first being employed. The Department Head of the area will be responsible to convene an AHRC for this purpose.

4.7.2 From time to time, in situations where it is unavoidable, work may be offered to individuals who do not meet the qualifications for the area. In their initial letter of appointment, the College will inform them that they do not meet the qualifications for the area and therefore do not have the right to have additional work under Article 4.11.4, or change in type of appointment pursuant to Article 4.12, (Regularization).

#### **4.8 Appointments and Appointment Letters**

4.8.1 The College's right to appoint term and part-time regular faculty members or to employ auxiliary faculty members is to be exercised only when the nature and requirements of the program or service make it impractical to appoint full-time regular faculty members.

4.8.2 All faculty members shall be appointed with a written letter of employment.

4.8.3 Faculty members who are offered regular appointments shall confirm acceptance by signing and returning one copy of their offer of appointment letter to the College.

4.8.4 Faculty members who are offered term appointments shall confirm acceptance by signing and returning one copy of their initial offer of appointment letter to the College. Subsequent offers of term appointments will be deemed to have been accepted unless the faculty member concerned duly notifies the College in writing to the contrary within 10 working days of receipt of the offer letter.

#### **4.9 Probationary Faculty Members**

4.9.1 Appointments to regular faculty member status outside of the process outlined in Article 4.12, (Regularization), shall have a one year probationary period as per Article 2.17, (Probationary Regular).

4.9.2 Probationary regular faculty members shall be evaluated as per Article 16, (Evaluation of Probationary Regular and Term Faculty Members), in order to determine their suitability to perform their duties. In extenuating circumstances and with the mutual agreement of both parties, the probationary period may be extended for a period of up to one additional year. Agreement shall not be unreasonably withheld.

4.9.3 The College reserves the right to waive the probationary period requirement of such appointments.

4.9.4 Trial Period

Except as provided in Article 11, (Reduction, Recall and Severance Pay), permanent regular faculty members who accept an appointment to a different area under this Article shall maintain their permanent regular status but shall be subject to the provisions of Article 16, (Evaluation of Probationary Regular and Term Faculty Members), as they apply to these positions. At the end of a 12 month trial period, permanent regular faculty members who have not received successful evaluations or



who do not wish to continue in their new positions shall return to their previous positions with one month's notice.

#### **4.10 Term Appointments**

- 4.10.1 In order to be considered for term appointments a faculty member must meet the hiring criteria applicable to the available position and not have received an unsuccessful evaluation as per Article 16, (Evaluation of Probationary Regular and Term Faculty Members).
- 4.10.2 Before any term appointment is made in a department or area, all regular faculty members who are eligible for recall as per Article 11.9, (Recall) shall be recalled.
- 4.10.3 Term appointments to a maximum of full-time status shall then be offered to interested part-time regular faculty members within the area concerned on the basis of seniority as defined in Article 10.1, (Definition and Calculation of Seniority).
- 4.10.4 Part-time regular faculty members may indicate their interest in term appointments by writing to the appropriate Dean or Director at least one month prior to the commencement of any appointment to which they are entitled. There shall be no entitlement to work in progress.

#### **4.11 Procedures for Term Appointments**

- 4.11.1 Interested part-time regular faculty members, as per Article 4.10.3, and all term faculty members, as per Article 4.11.4, (Appointment Sequence), shall make up the pool of faculty members entitled to the right of first refusal for term appointments for a given area. The names shall be listed in order of seniority. Upon request, the Association shall receive a copy of this list for any area.
- 4.11.2 Term appointments shall be offered to a maximum of full-time to faculty members as per Article 4.11.4, (Appointment Sequence).
- 4.11.3 Term faculty members who refuse offers of work shall remain eligible with undiminished rights for subsequent appointments subject to Article 4.11.4, (Appointment Sequence).
- 4.11.4 Appointment Sequence
- Available term work within an area will be offered in the following sequence:
- a) to faculty members on recall as per Article 11.9, (Recall);
  - b) to part-time regular faculty members as per Article 4.10.3;
  - c) to term faculty members who have held term appointments for a minimum of 6 months in the area, on the basis of seniority; then
  - d) to individuals who have been recommended by an AHRC.
- 4.11.5 Term faculty members entitled to right of first refusal for term appointments shall indicate by email their desire for term appointments in a given area. The email must

be submitted to the appropriate Dean or Director and Department Head(s) by May 1 of each year.

- 4.11.6 Faculty members have the right to change their appointment requests in writing one month before the assignment begins.
- 4.11.7 When offering term appointments, the College will contact faculty members in person, by phone and/or e-mail. Faculty members have 24 hours to reply to a direct offer of work made in person or on the phone. Faculty members have 48 hours to respond to a phone message or e-mail. If the faculty member does not respond within the applicable time limit, the appointment shall be offered to the next person on the list. These time lines may be shortened if the offering is within one week of the appointment starting. The College will make all reasonable attempts to provide faculty members with the maximum response time and to alert faculty members to the possibility that an offer exists.
- 4.11.8 In the event of an emergency which occurs within 72 hours of the beginning of a faculty member's term appointment and which would prevent the faculty member from completing the appointment, the College may offer the replacement appointment in accordance with departmental procedures.
- 4.11.9 Both the College and the faculty member shall fulfil their obligation to any current classes. Appointments that would necessitate a change in faculty members for a current class shall not be available to currently employed faculty members.
- 4.11.10 After any appointment is complete, faculty members retain their right to further appointment subject to Article 4.11.4, (Appointment Sequence).

#### **4.12 Regularization**

- 4.12.1 Subject to Article 4.1.3, term faculty members who have held appointments at one-half time or more for at least 380 days within a continuous 24 month period shall be granted a permanent regular appointment without probation on the first of the month following completion of the said 380 duty days, provided such faculty members have received a successful evaluation in keeping with Article 16, (Evaluation of Probationary Regular and Term Faculty Members).
- 4.12.2 In departments or areas where faculty members are unable to accumulate 380 duty days within a continuous 24 month period, these faculty members shall receive a permanent regular appointment pursuant to Article 4.12.1 where the faculty members have undertaken an instructional assignment equal to that of the regular instructional assignment of regular faculty member(s) in the department or area.
- 4.12.3 For the purposes of regularization, no faculty member may accrue more than **200** duty days in a fiscal year.
- 4.12.4 In the event there is no instructional position available, faculty members shall be subject to Article 11, (Reduction, Recall and Severance Pay).

- 4.12.5 The time-status of regular appointments granted as per Article 4.12.1 shall be equal to the time-status of appointments maintained by the term faculty member for at least 380 days within a continuous 24 month period. Any concurrent term appointments shall be combined for the purpose of calculating time-status.
- 4.12.6 Part-time regular faculty members who have held additional term appointments for at least 380 days within a continuous 24 month period shall have the time-status of their regular appointment increased. The increased amount shall be equal to the time-status of the additional term appointment(s) maintained by the faculty member for at least 380 days within a continuous 24 month period. The increase in time-status shall come into effect on the first of the month following the completion for the said 380 days.

## 5 SALARIES AND ALLOWANCES

See Schedules in Appendix I - Salary Schedule.

### 5.1 Term Faculty Rates

The **term daily** rate is calculated by dividing the annual **salary** by **200 days**. The **term hourly rate is calculated by dividing the term daily rate by 5 hours**. Annual vacation pay, statutory holiday pay and **Winter Break** pay are included in each daily amount thus calculated.

### 5.2 Regular Faculty Members

- 5.2.1 Full-time regular faculty members shall be paid an annual salary determined in accordance with the **annual** rates in Appendix I, (Salary Schedule).
- 5.2.2 Part-time regular faculty members shall be paid an annual salary determined in accordance with the **annual** rates in Appendix I, (Salary Schedules) on a pro-rated basis.
- 5.2.3 Regular faculty members employed for additional duty concurrent with their regular appointment shall be paid at the same step as their current step on Appendix I, (Salary Schedules).

### 5.3 Term Faculty Members

- 5.3.1 Term faculty members whose appointments are for a full year shall be paid on the same basis as regular faculty members.
- 5.3.2 Term faculty members whose appointments are for less than a year and who are employed on a full-time **or part-time** basis, shall be paid on a **term hourly** rate according to Appendix I, (Salary Schedules) for each assigned duty **hour worked for the appointment period**.
- 5.3.3 When a term faculty member's appointment is cancelled for any reason within the first 2 weeks after the initial start date of the appointment, the term faculty member

will be compensated by being paid out at their step on the salary schedule in Appendix I, (Salary Schedule) for those **hours** they were scheduled to work within that first 2 week period.(See also Article 11.5, (Reduction Sequence))

- 5.3.4 A term faculty member who obtains auxiliary work shall be paid at **their** term step rate for such work provided that:
- a) the faculty member currently holds a term appointment in the same area; or
  - b) the faculty member previously held a term appointment in the same area, and the faculty member meets the current area hiring qualifications.

#### **5.4 Auxiliary Faculty Members**

5.4.1 Auxiliary faculty members who are employed on a full-time **or part-time** basis shall be paid a **term hourly** rate according to Appendix I, (Salary Schedules) for each duty **hour** worked **for the appointment period**.

5.4.2 Auxiliary faculty members shall be employed for a minimum of 3 hours per duty day.

#### **5.5 Responsibility Allowances**

5.5.1 Annual responsibility allowances are payable to faculty members in the following positions in accordance with the rates established in Appendix I, (Salary Schedule):

- Instructional Associates;
- Department Heads;
- Assistant Department Heads and Coordinators II; and
- Coordinators I.

5.5.2 Faculty members appointed or requested to assume fully the duties of Instructional Associates, Department Heads, Assistant Department Heads or Coordinators on a temporary basis for a period of one month or longer, shall receive the applicable allowance as prescribed in Appendix I, (Salary Schedule) for the entire period of temporary assumption of these responsibilities. This clause is not applicable to replacement during the vacation periods of the incumbent being replaced.

#### **5.6 Initial Step Placement**

5.6.1 Nothing in this Agreement shall prevent faculty members from being hired on a salary step above the minimum step or above the step placement granted in Article 5.7 **Initial Step Placement Formula**.

5.6.2 It is the responsibility of newly hired faculty members to provide evidence of their credentials and experience in support of initial step placement to **People Services** at the time of hire. The Dean, Director or Department Head shall advise each newly hired faculty member to provide their credentials and experience to **People Services**. In the event that a new faculty member does not provide evidence of their

credentials in support of initial step placement within one month of the date of receiving their first appointment letter, then **People Services** will determine the faculty member's initial step placement on the basis of the evidence provided.

5.6.3 Auxiliary faculty member rates shall normally be based on the minimum step of the salary schedule in Appendix I, (Salary Schedule) for the first 19 consecutive assigned duty days and thereafter based on the step which reflects appropriate placement for the 20th and each subsequent day in the same **area**. This does not preclude the initial hiring of auxiliary faculty members at rates higher than the minimum step of the salary schedule.

5.6.4 All faculty members shall have the right to discuss their initial step placements with the appropriate Vice President or delegate. All faculty members have the right to have an Association representative present at any discussion.

## 5.7 Initial Step Placement Formula

5.7.1 Provided a faculty member meets the hiring criteria of their area(s), the following criteria determines the number of steps beyond the minimum step at which faculty members will be initially placed.

5.7.2 Based on relevant academic, professional, trades or technical credentials from a recognized institution, step credits will be granted as follows:

a) one step for the equivalent of one year or more of full time equivalent study resulting in a Diploma or Certificate(s); or

b) 2 steps for a Bachelors level degree, Journeyman Certificate or the equivalent of 3 to 4 years of full time equivalent study resulting in a Diploma; or

c) 3 steps for a Masters degree or equivalent; or

d) 4 steps for a Doctorate degree.

e) The appropriate Dean or Director will determine the relevancy and equivalency of educational credentials referred to **herein**.

5.7.3 One additional step will be granted for the Provincial Instructor Diploma, or its equivalent as specified in Article **5.11**, (Increments and the Provincial Instructor Diploma).

5.7.4 Based on relevant teaching or work experience, additional step credits will be granted as follows:

a) One step for each year of teaching or directly related work experience to a maximum of 5 steps.

b) **Only** a full one-year equivalency (FTE) will be credited.

c) The appropriate Dean or Director will determine the relevancy and equivalency of teaching and work experience.

- 5.7.5** Pursuant to Article **5.11**, (Increments and the Provincial Instructor Diploma), and Article **5.11.8**, faculty members must have the Provincial Instructor Diploma or equivalent in order to be granted placement at the top step of the salary scale in Appendix I, (Salary Schedules).
- 5.7.6** Not more than one step can be credited to a faculty member for any given calendar year of educational, instructional or industrial experience.
- 5.7.7** New faculty members shall receive a written rationale concerning their initial step placement accompanying their letter of initial appointment and the Association shall be copied.
- 5.7.8** The appropriate Dean or Director may grant initial step placement, on an individual basis, upon consideration of special situations not covered by any of the above.
- 5.8** Initial Step Placement Review
- 5.8.1** Should, within 6 months of initial placement, new faculty members disagree with their initial step placement, they may review such placement with the appropriate Vice President or delegate, who shall not be the same individual who carried out the initial placement review. At this time faculty members may submit any additional information that could affect their initial placement.
- 5.8.2** New faculty members whose initial step placement is reviewed within the **first 6** months and adjusted will have any such salary adjustments made effective to the date of commencement of their initial appointment.
- 5.9** **Increments**
- 5.9.1** Faculty members shall advance one step on the salary schedule in Appendix I, (Salary Schedule), on their increment dates subject to other provisions contained in this Agreement. The increment dates are the anniversaries of their appointments provided that:
- increment dates for faculty members who commenced employment on or before the 15th day of any month shall be the first day of that month;
  - increment dates of faculty members who commenced employment after the 15th day of any month shall be the first day of the month following.
- 5.9.2** Part-time service will result in a delay and alteration of the increment dates so that faculty members receive their increments at the beginning of the month following the month in which the equivalent of **200** full-time assigned duty days have been accumulated.
- 5.9.3** In the case of absence because of illness, no change in the increment date shall be made for absences totalling 60 or fewer assigned duty days in any fiscal year after the expiration of usable sick leave.

**5.9.4** The increment date cannot be advanced.

**5.9.5** Service as auxiliary faculty members cannot be used for increment purposes and auxiliary faculty members are not eligible for increments.

## **5.10 Increments During Leaves**

**5.10.1** Increment entitlement shall be delayed one month for each month of absence or any portion thereof exceeding 10 duty days unless faculty members are absent without pay as per Article 3.2, (Association President), Article **5.10.2** below, Article 8.14, (Maternity Leave and Parental Leave), Article 8.15, (Adoption Leave), **and Appendix XX, (Maternity Leave, Parental Leave and Adoption Leave for Term and part-time Regular Faculty Members).**

**5.10.2** Pursuant to Article **5.10.1**, increment dates shall not be delayed for such periods, during leaves of absence without pay, when the purpose of the leave is related to the faculty member's normal duties and responsibilities. Faculty members intending to take such leaves shall, at the time of leave application, request that their increment dates not be delayed for the duration of the leave. The appropriate Vice President's approval of such requests shall not be unreasonably withheld.

**5.10.3** Absence from duty with pay will not result in delay in increments.

## **5.11 Increments and the Provincial Instructor Diploma**

**5.11.1** Instructors must complete the "Provincial Instructor Diploma" or equivalent in order to obtain their 4th salary increment from the time they joined the instructional staff or in order to obtain the top step of the salary scale in Appendix I, (Salary Schedule).

**5.11.2** The Provincial Instructor Diploma Program consists of the following component parts:

- Instructional and Curriculum Design;
- Elements of Instruction;
- Use and Design of Instructional Media; and
- Evaluation of Learning and Instruction.

The College and the Association recognize that the components of the Provincial Instructor Diploma Program may be changed by the appropriate Ministry from time to time.

**5.11.3** The College considers the following to be the equivalent of the Provincial Instructor Diploma:

- valid B.C. Professional Teaching Certificate;
- VCC's Teaching English to Speakers of Other Languages (TESOL) Diploma (formerly known as Teaching English as a Second Language (TESL) Certificate); and
- others as determined by the Vice President or delegate.

- 5.11.4** At the time of their initial appointment, new instructors shall receive written notification regarding their status with respect to the Provincial Instructor Diploma or equivalent. The notification shall include the following information:
- a) the components of the Provincial Instructor Diploma or their equivalents, if any, that the instructor is determined to have completed;
  - b) the rationale used in the determination; and
  - c) the components of the Provincial Instructor Diploma or their equivalents, if any, that the instructor must complete in order to acquire the total credential.
- 5.11.5** Upon completion of one year's service, an instructor's progress toward acquisition of the Provincial Instructor Diploma or equivalent shall be monitored.
- 5.11.6** For the purpose of obtaining the 4<sup>th</sup> increment, some assignments where instruction is not the major activity will be granted exemptions from meeting the Provincial Instructor Diploma requirement by the appropriate Vice President or delegate. Such exemptions will be granted only where the individual meets the hiring criteria. For example, in the case of Librarians and Counsellors, a Masters in Library Science and a Masters in Counselling Psychology will respectively be deemed equivalent to qualify an instructor for an exemption.
- 5.11.7** Instructors who are granted exemptions and who subsequently transfer to an assignment where instruction is the major activity will be required to obtain the Provincial Instructor Diploma or equivalent in order to obtain their 4<sup>th</sup> salary increment calculated from the date of transfer to the teaching assignment.
- 5.11.8** Instructors who have been denied their 4<sup>th</sup> increment because they have not obtained the Provincial Instructor Diploma or equivalent will be considered "frozen". In any event, instructors will be denied their increment to the top step of the salary scale without the Provincial Instructor Diploma certificate or equivalent and will be considered "frozen" until they complete the Provincial Instructor Diploma or equivalent. Instructors will be granted the next increment level, effective the first of the month immediately following receipt by **People Services** of reasonable proof of completion of the Provincial Instructor Diploma or the certification of its equivalent.
- 5.11.9** Notwithstanding the above, the date for other increments shall remain as outlined in Article **5.9**, (Increments).
- 5.11.10** In the event instructors are dissatisfied with the evaluation under the provisions of this Article, they may re-submit their credentials to the appropriate Vice President for re-evaluation.
- 5.12 Advancement on the Salary Schedule**
- 5.12.1** When a regular or term faculty member obtains an academic, professional, trades or technical credential, or equivalent, appropriate to their subject area, which has not been credited for initial step placement pursuant to Article 5.6, (Initial Step Placement), the faculty member may apply to **People Services** to have their step placement reviewed.



- 5.12.2** A faculty member will advance 1 step on the salary schedule, in addition to their annual increment provided pursuant to Article **5.9**, (Increments), provided the faculty member meets the hiring criteria of their area(s) and subject to the following:
- 5.12.2.1** It is recommended that faculty members obtain approval from **People Services** prior to commencing work on a degree or credential to ensure the credential is appropriate to their subject area and will be considered for advancement on the salary scale.
- 5.12.2.2** Based on relevant academic, professional, trades or technical credentials from a recognized institution, credential equivalency will be based on at least one year or more of full time equivalent study resulting in a Diploma or Certificate(s), a Journeyman Certificate, or a Bachelors, Masters or Doctorate degree.
- 5.12.2.3** Faculty members who obtain the Provincial Instructor Diploma or equivalent will be eligible for either:
- a) advancement of one step pursuant to this Article, provided the faculty member obtains their Provincial Instructor Diploma or equivalent prior to having their increment level frozen pursuant to Article **5.11.8**, or
  - b) their next increment level pursuant to Article **5.11**, (Increments and the Provincial Instructor Diploma) and Article **5.11.8**,
- but not both (a) and (b).
- 5.12.3** A faculty member must provide documentation of an additional degree or advanced credential to **People Services**. The appropriate Vice President will determine equivalencies and approve advancement on the salary schedule upon receiving proof of completion of an additional degree or advanced credential by the faculty member.
- 5.12.4** Salary step advancement shall be effective on the first day of the month following the appropriate Vice President's approval of a faculty member's advanced step placement.
- 5.12.5** The appropriate Vice President may grant advancement on the salary schedule, on an individual basis, upon consideration of special situations not covered by any of the above.
- 5.13 New and Revised Rates – Classifications**
- 5.13.1** A rate change in the salary schedule in Appendix I, (Salary Schedule) or allowance applicable to a classification in which the duties have been altered substantially shall not be put into effect until both parties to this Agreement have approved the change. In the event that agreement cannot be reached within 7 working days, the matter shall be referred to an arbitration board established as provided in the final stage of the grievance procedure Article 12.5, (Stage III).

**5.13.2** Before a rate for a new classification is put into effect, it shall be subject to the agreement of both parties to this Agreement. In the event agreement cannot be reached within 7 working days, the matter of the new rate shall be referred to an arbitration board established as provided in the final stage of the grievance procedure Article 12.5, (Stage III).

## **6 ASSIGNED DUTY, WORKING CONDITIONS AND PROFESSIONAL DEVELOPMENT**

### **6.1 Assigned Duty**

6.1.1 The term "assigned duty" refers to the forms of work which are listed below in Articles 6.1.2 and 6.1.3 and which are determined for each faculty member under the terms of Articles 6.2.1 and 6.3.1. It is acknowledged that a faculty member's professional responsibilities include more than assigned duty.

6.1.2 Assigned duty shall consist of one or more of the following forms of work. These forms of work shall be assigned to each faculty member under the terms of Articles 6.2.1 and 6.3.1. In the assignment of duties priority shall be given to the instruction of students.

- class instruction
- shop instruction
- lab instruction
- practicum supervision
- clinical placement, supervision and instruction
- library professional services
- seminars as formal group activity
- field studies/trips
- administrative responsibilities for those receiving responsibility allowances
- counselling professional services
- tutorials
- distributed learning activities
- any other form of duty agreed to by the department and appropriate Vice President (or delegate).

6.1.3 Assigned duty may also consist of one or more of the following forms of work. These forms of work shall be assigned to each faculty member under the terms of Articles 6.2.1 and 6.3.1.

- student evaluation and/or placement
- marking
- office hours
- provision of information and/or resources to students
- administrative, School or Centre\*, departmental and/or committee meetings
- directing or supervising paraprofessionals and/or support staff
- liaison with industry, community or other agencies
- course, lesson or program preparation and related routine curriculum development work
- development of teaching aids and materials
- previewing and assessing new instructional materials
- prior learning assessment and recognition (See also Common Agreement, Article 4)
- other duties agreed to by the department and appropriate Vice President or delegate.

\* Schools and Centres are noted in Appendix II, (Areas)

6.1.4 The College will ensure that assigned duty time is scheduled in each department in each Fiscal Year, for the faculty members in the department to meet as a whole or in subgroups to discuss departmental work or issues. These meetings shall be scheduled in a manner that does not result in additional cost to the College or a reduction in instructional services.

6.1.5 When faculty members request, or are requested to take, leave for curriculum development, articulation meetings, seminars, conferences or workshops as part of their assigned duty, such leave may be taken either at or away from the College, but, in either case, such time will not be considered leave of absence from duty. When faculty members are taking such leave, all approved expenses will be assumed by the College. Curriculum development includes new course preparation and revision of a program or course, whether undertaken by an individual or by a group.

## **6.2 Determination of Departmental Workload Profiles**

- 6.2.1 In each department, the Department Head shall consult with the faculty members in the department in order to determine which of the forms of work listed in Articles 6.1.2 and 6.1.3 shall constitute their assigned duties as well as the number of hours for each form of work. The decision of the Department Head shall be subject to the approval of the majority of the faculty members in the department. The decision of the department shall then be subject to the approval of the appropriate Dean or Director. The approval of the appropriate Dean or Director shall not be unreasonably withheld.
- 6.2.2 In determining the forms of work that constitute faculty members' assigned duties, departments are free to choose any of the forms of work listed in Articles 6.1.2 and 6.1.3 in a manner that meets the objectives of the course or program.
- 6.2.3 Where a faculty member's assigned duty includes the forms of work listed in Article 6.1.3, the faculty member shall ensure that the students have been given learning assignments normal to the course or program objectives.
- 6.2.4 In order to accommodate the duties listed in Article 6.1.3, faculty members may combine classes at parallel or compatible levels of progress for such activities as lectures, labs, audio-visual presentations, presentation to students by guest speakers, field trips or supervision and monitoring of assigned classroom study.
- 6.2.5 The assigned duties of faculty members in each department or area in effect as of October 1, 1992 shall be maintained unless changed through the process described in Article 6.2.1 and in accordance with the provisions of Article 6, (Assigned Duty, Working Conditions and Professional Development).

## **6.3 Hours of Assigned Duty**

- 6.3.1 There shall be a maximum of 25 hours of assigned duty per week for full-time faculty members.
- 6.3.2 The maximum number of hours of assigned duty per week for part-time faculty members shall be prorated.
- 6.3.3 Under no circumstances shall the number of hours in which a faculty member is assigned to duties listed in Article 6.1.2 exceed the level(s) existing in the faculty member's department in the 1989-90 fiscal year, nor shall the total number of assigned duty hours per faculty member exceed the level(s) existing in the faculty member's department in the 1989-90 fiscal year.
- 6.3.4 No faculty member shall have more than 5 hours of assigned duty per day or more than 5 consecutive days of assigned duty per week.
- 6.3.5 Arrangements shall be made for a meal break of one hour duration and for two 15 minute breaks each day. The breaks shall not be included as part of a faculty member's assigned duty.

6.3.6 The foregoing Articles 6.3.4 and 6.3.5 shall be completed within six and one-half consecutive hours.

6.3.7 The provisions of Articles 6.3.4, 6.3.5, and 6.3.6 may be waived with the agreement of the Association and the appropriate Dean or Director. (For split shifts, see Appendix XIII).

#### **6.4 Scheduling for Faculty Members**

6.4.1 The Department Head, with the involvement of the faculty members of the department, shall determine each faculty member's schedule of assigned duty (subject to the terms of Articles 6.2.1 and 6.3.1), professional development, vacation and other leave periods.

6.4.1.1 Approval of all such schedules is the responsibility of the appropriate Dean or Director. Consideration shall be given to the commitment of the College, the needs of the department, the desires of the individual and seniority (not listed in order of priority) in determining a faculty member's schedule of assigned duty, professional development, vacation and other leave periods.

6.4.1.2 A regular faculty member assigned to a specific schedule of duty shall have priority for assignment to a different established schedule of duty within the appropriate department, if vacant, on the basis of seniority as defined in Article 10, (Seniority), provided that the qualifications for that **area** and the criteria set out in Article 6.4.1.1 are met.

6.4.1.3 Notwithstanding the provisions of Articles 6.3.1, 6.3.4 and 6.3.6 the Department Head, with the approval of the appropriate Vice President or delegate and the majority of faculty members of the department, may establish an alternative schedule provided that the operational needs of the College are met and the educational requirements and program or course objectives are not compromised. All alternative schedules must be documented and submitted to the Vice President, the Dean or Director, **People Services** and the Faculty Association prior to implementation.

#### **6.5 Class Size**

6.5.1 The College agrees to make a reasonable effort to maintain class sizes at existing and historical levels and as fixed from time to time by funding formula guidelines.

6.5.2 Class sizes determined by the College may be exceeded for the purposes of Article 6.2.4.

#### **6.6 Professional Development**

##### **(See Appendix V - Professional Development Pay)**

6.6.1 Professional development is a faculty member-initiated activity intended to develop or improve instructional skills or methods; to develop, improve or review program, course or curriculum materials; to maintain currency in the faculty member's subject

area; or to gain additional knowledge and professional competence in the faculty member's subject area. The term "Professional Development" allows for different activities among faculty members, departments and areas as well as for activities not directly or immediately related to the faculty member's position at the College.

- 6.6.2 Regular and term faculty members, employed half-time or more, who complete 8 months of any combination of assigned duty, College-paid sick leave and/or short term disability benefits within the fiscal year and providing the faculty member is fit to return to duty, shall be entitled to professional development, as provided herein. To accommodate the foregoing, the College shall provide to each faculty member a minimum of 20 working days with pay each fiscal year for professional development purposes.
- 6.6.2.1 The College will provide 15 days of professional development to those faculty members who have worked half time or more for 7 months but less than 8 months within one fiscal year.
- 6.6.3 The College recognizes that some faculty members may, pursuant to Articles 6.6.2 and 6.6.2.1 above, complete their 7<sup>th</sup> or 8<sup>th</sup> months of any combination of assigned duty in March. In these cases, to accommodate the scheduling, the College shall allow carry over of this Professional Development to the next fiscal year.
- This carried over entitlement will not be considered assigned duty for the determination of subsequent Professional Development entitlement for the next fiscal year.
- 6.6.4 For those faculty members working less than 100% workload, payment for the above entitlement is prorated based on the percentage of scheduled workload maintained during the best accrual months. In unusual situations, in order to accommodate scheduling concerns of the department and with the approval of the Dean, faculty members may, subject to the provisions of Article 6.4, be scheduled to a prorated number of days of professional development, at full salary, based on the percentage of scheduled workload maintained during the best accrual months.
- 6.6.5 The College may provide faculty members with additional working days with pay for professional development purposes beyond the prescribed minimum. Any such days shall be granted on the basis of individual application, need and merit.
- 6.6.6 Faculty members must complete and submit professional development proposals setting out how the time will be used to their advantage and to that of the College. All professional development proposals must be approved by the appropriate Dean or Director. The College reserves the right to suggest alternate activities for the faculty member's consideration. Upon completion, faculty members shall account for their activities during their professional development.
- 6.6.7 With the prior written approval of the appropriate Dean or Director, any professional development during a faculty member's vacation period will result in the equivalent

number of vacation days being scheduled in accordance with Article 6.4, (Scheduling).

6.6.8 Professional Development Funds

In order to accommodate professional development, the College shall provide funding in accordance with the attached Letters of Agreement: Appendix IX, (Professional Development Funds), Appendix XI, (Adjudicated Professional Development Funds) and Appendix XII, (Common Faculty Professional Development Committee). Guidelines for the allocation of the Appendix IX professional development funds are found in Appendix X, (Guidelines for the Allocation of Professional Development Funds for VCCFA Members).

**6.7 Distributed Learning**

(See Common Agreement, Article 6.6)

6.7.1 The parties support applications of distributed learning that enhance student access and choice within the framework of a broad and comprehensive range of face-to-face learning opportunities.

6.7.2 Pursuant to Article 6.6.3 of the Common Agreement, the Parties agree to the following principles regarding the use of distributed learning.

a) Distributed learning courses, whether, paper based, hybrid, or on-line may require more marking time, administration and preparation time per student than face-to-face classroom instruction.

b) All provisions of this Agreement including assigned duty, determination of department workload profiles, duty days hiring, copyright, evaluation and appraisals shall apply.

c) Faculty members designing distributed learning courses, or revising courses or programs to include distributed learning, may apply for College curriculum development funding.

**7 BENEFITS**

7.1 The College shall provide all faculty members with relevant documentation regarding the Extended Health, Dental, Life Insurance and College Pension plans at the commencement of their employment.

The above documentation shall also be available to faculty members upon request through **People Services**.

In addition to the details on faculty member benefits provided below, see Appendix III, (Schedule of Benefit Participation and Summary of Benefits During Leaves).

## 7.2 Entitlement to Benefits: Regular Faculty Members

7.2.1 Permanent regular faculty members and probationary regular faculty members are entitled to annual vacation, general holidays, **Winter Break**, sick leave and all health and welfare insurance benefits in accordance with the terms of this Agreement. Eligibility periods for health, disability and life insurance benefits are as follows:

- Extended Health Insurance:

effective the first day of the month coincident with or next following the faculty member's date of employment

- Dental, Short Term Disability, Long Term Disability, Group Life Insurance and Accidental Death and Dismemberment:

effective the first day of the month coincident with or next following the faculty member's date of employment. Participation in these plans is mandatory upon eligibility. However, faculty members may waive participation in the Dental plan provided they have alternate coverage. Should their other dental coverage cease, faculty members must immediately apply for coverage under the College's Dental plan.

7.2.2 Regular faculty members on layoff having recall rights may have access to the following benefits in accordance with the terms of the policies during the period of recall up to a maximum of 24 months:

- Extended Health Benefits
- Dental

Such benefits will be maintained for faculty members provided they pay the full cost of the premiums in advance by monthly post-dated cheques or credit/debit card payment according to the terms of the policies. Failure to do so will result in the cessation of benefit coverage.

## 7.3 Entitlement to Benefits: Term Faculty Members

7.3.1 Term faculty members holding a one-year appointment at half time or more are entitled to annual vacation, general holidays, **Winter Break**, sick leave and all health and welfare insurance benefits in accordance with the terms of this Agreement (except Article 7.19, (Payment Upon Death)). Eligibility periods for health, disability and life insurance benefits are as follows:

- Extended Health Insurance:

– effective the first day of the month coincident with or next following the faculty member's date of employment

- Dental, Short Term Disability, Long Term Disability, Group Life Insurance and Accidental Death and Dismemberment:



– effective the first of the month following the day on which they complete 10 months of duty within a consecutive 12 month period at half-time or more. Participation in these plans is mandatory upon eligibility. However, faculty members may waive participation in the Dental plan provided they have alternate coverage. Should their other dental coverage cease, faculty members must immediately apply for coverage under the College's Dental plan.

7.3.2 Term faculty members appointed on the basis of half-time or more and whose appointments span more than a calendar month each but less than one year in length have annual vacation pay, **statutory** holiday pay and **Winter Break** pay included within the **term** rates of pay (see Article 5.1, (**Term Faculty Rates**)), Sick leave and all health and welfare insurance benefits **are provided** in accordance with the terms of this Agreement (excepting Article 7.19, (Payment Upon Death)). Eligibility periods for health, disability and life insurance benefits are as follows:

- Extended Health Insurance:

effective the first day of the month coincident with or next following the faculty member's date of employment

- Dental, Short Term Disability, Long Term Disability, Accidental Death and Dismemberment and Group Life Insurance:

effective the first of the month following the day on which they complete 10 months of duty within a consecutive 12-month period at half-time or more. Participation in these plans is mandatory upon eligibility. However, faculty members may waive participation in the Dental plan provided they have alternate coverage. Should their other dental coverage cease, faculty members must immediately apply for coverage under the College's Dental plan.

7.3.3 A faculty member who holds a term appointment, and who is not otherwise eligible for health and welfare benefit coverage under this Agreement, shall be paid an additional **4%** of salary in lieu of health and welfare benefit coverage.

7.3.4 Other term faculty members are entitled only to annual vacation pay and **statutory** holiday pay which is included within the term rate of pay (see Article 5.1, (**Term Faculty Rates**)).

## 7.4 Annual Vacation

7.4.1 The annual vacation in a complete fiscal year for all regular faculty members is 44 duty days (equivalent to 220 hours) and pro-rata.

7.4.2 The annual vacation will normally be taken on the basis of one of the following options and, whenever possible, within the fiscal year in which it is earned:

- One period of 44 consecutive working days (equivalent to 220 hours); or

- 2 periods of approximately 22 consecutive working days (equivalent to 110 hours).

Faculty members are expected to take their annual vacation entitlement each fiscal year.

- 7.4.3 Pursuant to Article 6.4, (Scheduling for Faculty Members), before the start of each fiscal year Department Heads shall establish a departmental schedule of each faculty members' annual vacation period, with the involvement of the faculty members. For this purpose, Department Heads will first identify which of the options referred to in Article 7.4.2 is being requested by each faculty member; second, schedule the vacation accordingly; and then schedule residual days, if any.
- 7.4.4 Provided the commitment of the College to instruction is met, vacation periods other than as provided in Article 7.4.2 above, may be accommodated on the recommendation of the Department Head and with the approval of the appropriate Dean or Director.
- 7.4.5 Should scheduling of vacation result in there being a residue of vacation time, this will normally be scheduled and taken in one single period, as best meets the needs of the department.
- 7.4.6 A request to carry over residual vacation days to the following fiscal year should be submitted on or before January 15<sup>th</sup>. Carry over requests will be considered on the basis of the recommendation of the Department Head and with the approval of the appropriate Dean or Director.
- 7.4.7 A request to carry over residual vacation days will include a plan for the scheduling of vacation within the following fiscal year for approval of the appropriate Dean or Director.
- 7.4.8 A statutory holiday which occurs during a vacation block is not considered to be part of the annual vacation entitlement.

## **7.5 Vacation Credit Accrual**

### **7.5.1 Full-time Regular Faculty Members**

Full-time regular faculty members shall accrue vacation credit within a fiscal year at the rate of 3 and 2/3\* days (44\* vacation days divided by 12) per month of assigned duty, including professional development, vacation and paid leaves. Payment for vacation days accrued shall be adjusted to reflect the time status at which the days were accrued throughout the fiscal year.

\*Note: 3 and 2/3 days = 18.33 hours

44 days = 220 hours

### **7.5.2 Part-time Regular Faculty Members**

Part-time regular faculty members shall accrue vacation credit within a fiscal year at the same rate as full-time regular faculty members specified in Article 7.5.1, but shall have payment for vacation days accrued adjusted to reflect the time status at which the days were accrued throughout the fiscal year.

#### 7.5.3 Term Faculty Members

a) Term faculty members on annual appointments shall accrue vacation credit at the same rate as regular faculty members. Payment for vacation days accrued shall be adjusted to reflect the time status at which the days were accrued throughout the fiscal year.

b) Other term faculty members shall not accrue vacation credit. Their **term hourly** rate for their period of appointment is calculated to reflect an annual salary paid out over a 10-month assigned duty year.

#### 7.5.4 Vacation Credit for Partial Months

A faculty member who commences employment during a period from the 1<sup>st</sup> to the 15<sup>th</sup> of the month, shall be credited with a full credit for that month.

A faculty member who commences employment from the 16<sup>th</sup> to the end of the month, shall not be given credit for that month.

A faculty member who terminates employment during a period from the 1<sup>st</sup> to the 15<sup>th</sup> of the month, shall not be given credit for that month. If a faculty member terminates employment from the 16<sup>th</sup> to the end of the month, **they** shall be credited with full credit for that month.

#### 7.5.5 Conversion of Vacation Credits

Faculty members who change from full-time to part-time status or from part-time to full-time status will have their accrued vacation hours taken on the basis of a vacation day earned equals a vacation day taken, regardless of the faculty member's time status. Payment for vacation days taken will reflect the time status at which the days were accrued throughout the fiscal year.

#### 7.5.6 Vacation Credit While on Leave

Except for periods of Maternity, Parental or Adoption Leave, provided for in Article 8.14, (Maternity Leave and Parental Leave) and Article 8.15, (Adoption Leave), faculty members who are on leave of absence without pay in one calendar month shall be subject to the following provisions with respect to annual vacation credits:

Period of leave of absence:

- up to and including 15 calendar days — full credit; and
- 16 calendar days and more — no credit.

**7.6 Statutory Holidays**

7.6.1 Approved statutory holidays are as follows:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labour Day, **National Day for Truth and Reconciliation**, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any day so proclaimed by federal or provincial legislation.

7.6.2 Statutory holidays will be observed on the date listed by fiscal year in the table below, except where, the date to observe the statutory holiday is changed by federal or provincial legislation. In such case, the date so proclaimed will be the date upon which the statutory holiday will be observed.

Statutory Holiday	2022-2023	2023-2024	2024-2025
Good Friday	Fri. Apr 15, 2022	Fri. Apr 7, 2023	Fri. Mar 29 2024
Easter Monday	Mon. Apr 18, 2022	Mon. Apr 10, 2023	Mon. Apr 1, 2024
Victoria Day	Mon. May 23, 2022	Mon. May 22, 2023	Mon. May 20, 2024
Canada Day	Fri. Jul 1, 2022	Sat. Jul 1, 2023	Mon. Jul 1, 2024
B.C. Day	Mon. Aug 1, 2022	Mon. Aug 7, 2023	Mon. Aug 5, 2024
Labour Day	Mon. Sep 5, 2022	Mon. Sep 4, 2023	Mon. Sep 2, 2024
<b>National Day for Truth and Reconciliation</b>	Fri. Sep 30, 2022	Sat. Sep 30, 2023	Mon Sep 30, 2024
Thanksgiving Day	Mon. Oct 10, 2022	Mon. Oct 9, 2023	Mon. Oct 14, 2024
Remembrance Day	Fri. Nov 11, 2022	Sat. Nov 11, 2023	Mon. Nov 11, 2024
Christmas Day	Sun. Dec 25, 2022	Mon. Dec 25, 2023	Wed. Dec 25, 2024
Boxing Day	Mon. Dec 26, 2022	Tue. Dec 25, 2023	Thu. Dec 26, 2024
New Years Day	Sun. Jan 1, 2023	Mon. Jan 1, 2024	Wed. Jan 1, 2025
Family Day	Mon. Feb 20, 2023	Mon. Feb 19, 2024	Mon. Feb 17, 2025

7.6.3 When a statutory holiday occurs on a Saturday or Sunday, the following Monday shall be deemed to be a holiday(s) in lieu thereof.

**7.7 Winter Break**

7.7.1 A **Winter Break** shall be granted from December 24 to New Year's Day inclusive as a minimum, and exclusive of the statutory holidays, which fall on a weekday within this period. When Christmas Day and/or Boxing Day fall on a Saturday and/or

Sunday, the duty day(s) prior to December 24 shall be deemed to be a holiday(s) in lieu thereof.

## **7.8 Sick Leave Credit Accrual**

7.8.1 Full-time regular and term faculty members shall accrue sick leave credits at the rate of 1½ days for each month in which they are on duty for 50% or more of the designated duty days for that month.

7.8.2 Faculty members employed half-time or more shall accrue sick leave credits on a pro-rated basis.

7.8.3 A faculty member who commences employment during a period from the 1<sup>st</sup> to the 15<sup>th</sup> of the month shall accrue full credit for that month.

A faculty member who commences employment from the 16<sup>th</sup> to the end of the month shall not accrue credit for that month.

7.8.4 A faculty member who terminates employment during a period from the 1<sup>st</sup> to the 15<sup>th</sup> of the month shall not accrue credit for that month. A *faculty member* who terminates employment from the 16<sup>th</sup> to the end of the month shall accrue full credit for that month.

7.8.5 When faculty members are not on duty, the accrual of sick leave credits will continue only if the absence is with pay.

7.8.6 Except for periods of Maternity, Parental or Adoption leave provided for in Article 8.14, (Maternity Leave and Parental Leave) and Article 8.15, (Adoption Leave), faculty members who are on leave of absence without pay in any one calendar month, shall be subject to the following provisions with respect to sick leave credits:

Period of leave of absence:

- up to and including 15 calendar days — full credit; and
- 16 calendar days or more — no credit.

7.8.7 Sick leave credits may be accrued to a maximum of 261 working days.

7.8.8 Accrued sick leave credit is lost on termination of employment.

## **7.9 Sick Leave**

7.9.1 Absence resulting from illness or injury not covered by Workers' Compensation shall be with pay for a period not exceeding the faculty member's accrued sick leave credit. See also Article 8.14, (Maternity Leave and Parental Leave); Article 8.15, (Adoption Leave) and Article 7.8, (Sick Leave Credit Accrual).

7.9.2 In keeping with the provisions of the salary indemnity insurance contract with the insuring company, any amount of sick leave benefits paid under this Article that is ultimately recovered under a contract of motor vehicle insurance shall be repaid to

the College by either the motor vehicle insurance company or by the faculty member concerned and the corresponding number of sick leave credits shall be restored to that faculty member.

- 7.9.3 If a faculty member is entitled to Workers' Compensation benefits, such benefits are to be paid directly to the College. In turn the College shall make corresponding payment to the faculty member thus ensuring all faculty member benefits and pension benefit coverage and, in addition, pay to the faculty member the difference between the benefit and salary.

## **7.10 Short-Term Disability**

- 7.10.1 Short-term Disability coverage is provided in accordance with the terms of the contract with the insuring company on the following general basis:

- a) amount of benefit - 70% of salary to a maximum of **\$1000** per week;
- b) duration of benefit - 52 weeks; and
- c) benefit effective - upon expiration of sick leave credit or after 5 working days, whichever last occurs.

- 7.10.2 The premium cost of Short-term Disability coverage shall be borne entirely by faculty members and shall be paid by means of payroll deduction.

- 7.10.3 Sick Leave Advance for Short Term Disability Transition

- a) Upon becoming ill, permanent faculty members who have insufficient sick leave credits to accommodate the 5 working day waiting period to be eligible for short term disability benefits will be given an advance up to the required 5 days.
- b) Term faculty members will be advanced the number of sick leave credits they would earn to the end of their appointment to a maximum of 5 days.

## **7.11 Long-Term Disability**

- 7.11.1 Long-term Disability coverage is provided in accordance with the terms of the contract with the insurance company on the following general basis:

- amount of benefit - 70% of salary to a maximum of **\$5,500** per month;
- duration of benefit - until retirement or as otherwise provided; and
- benefit effective - upon expiration of Short-term Disability coverage.

- 7.11.2 The College shall pay the entire premium cost of Long-term Disability.

- 7.11.3 The College will not reduce the benefit entitlements of the insured Short-term or Long-term Disability benefit plans without the approval of the Association.

## 7.12 Payment of Benefit Premiums During Disability

The College will pay the premiums for benefits on behalf of faculty members who are receiving Short Term Disability or Long Term Disability benefits. The benefits premiums covered are:

- Group Life Insurance, where the insurer does not provide a premium waiver;
- Extended Health;
- Dental Plan;
- Long Term Disability; and
- Accidental Death and Dismemberment.

## 7.13 Medical Certificates

7.13.1 Any faculty member absent because of illness or injury may be required, upon being given advance notice, to produce a certificate from a duly qualified medical practitioner licensed to practice certifying that such faculty member is unable to carry out their duties due to illness or to confirm their fitness to return to work.

7.13.2 Medical certificates will normally be requested only where an absence exceeds 5 days or where it appears that a pattern of constant or frequent absences from work is developing.

## 7.14 Extended Health Benefits

7.14.1 (See Common Agreement, Article 9.2.1 (b) (iv), (b) (v) and (e))

The College will pay 100% of the cost of monthly premiums for faculty members employed half time or more. Extended Health coverage shall be in accordance with the terms of the contract between the College and the insurance carrier and shall include:

a) 95% reimbursement on the first \$1,000 in-province eligible expenses and 100% thereafter in the same year.

b) The lifetime maximum amount of benefits payable for any one member or dependent shall be unlimited.

c) Vision care charges for the purchase of corrective lenses and frames or contact lenses **or laser eye surgery**. The maximum benefit payable shall be **\$650** per person in 2 calendar years.

d) One eye examination every 2 years to a maximum of **\$125**.

e) Hearing aids in the amount of \$1500 every **3** years for any one member or dependent.

7.14.2 The College will not reduce the benefit entitlements of the insured Extended Health benefit plan without the approval of the Association.

**7.15 Dental Plan**

(See Common Agreement, Article 9.2.1(d))

7.15.1 The College shall pay 100% of the cost of the monthly premiums for the Dental plan.

7.15.2 A Dental plan shall be provided in accordance with the terms of the contract with the insuring company on the following general basis:

- a) **Basic dental services (Plan A) paying for 100% of the eligible expenses;**
- b) **Prosthetics, crowns and bridges (Plan B) paying for 80% of the eligible expenses, dental implants reimbursed to lowest cost alternative; and**
- c) Orthodontics (Plan C) paying for 60% of the eligible expenses to a maximum of \$3,000 per person.

7.15.3 The College will not reduce the benefit entitlements of the insured Dental benefit plan without the approval of the Association.

**7.16 Compulsory Group Life and Accidental Death and Dismemberment Insurance**

7.16.1 Group Life Insurance and Accidental Death and Dismemberment Insurance coverage is provided in accordance with the terms of the contract between the College and the insurance carrier.

7.16.2 The following faculty members shall participate in the Group Life plan:

- All regular faculty members shall be covered from the first day of the month coincident with or next following the faculty member's date of employment.
- All term faculty members who are employed half-time or more shall be covered from the beginning of the first complete calendar month following completion of 10 months of service within a consecutive 12 month period.

7.16.3 The College will pay 100% of the cost of monthly premiums for both Group Life Insurance and Accidental Death and Dismemberment Insurance. The Group Life Insurance plan provides a benefit level of 3 times the annual maximum salary of the faculty member. The Accidental Death and Dismemberment Insurance plan provides a benefit of up to 3 times the annual maximum salary of the faculty member.

7.16.4 Group Life Insurance coverage shall be reduced by 50% when a faculty member reaches age 66, and to \$10,000 when a faculty member reaches age 70. Accidental Death and Dismemberment Insurance coverage shall be reduced by 50% when a faculty member reaches age 66, and shall end when a faculty member reaches age 70.

7.16.5 A faculty member who retires at or beyond the age of 55 years and who is in receipt of a pension under the provisions of the *Public Sector Pension Plans Act* shall continue to receive Group Life Insurance coverage in the amount of \$10,000 for a



period of 5 years from the date of retirement. The premium cost of the continuing insurance shall be borne by the College.

- 7.16.6 Term faculty members who are participating in the Group Life Insurance plan, and whose appointment drops to less than one-half time, may continue on the plan, on a cost-shared (50-50) basis, as long as they remain employed by the College.
- 7.16.7 Faculty members covered by Group Life Insurance as provided in this Article, may, at the time of termination of coverage, continue to receive coverage without medical proof of insurability, to the maximum benefit in effect at the time of termination of coverage. Arrangements must be made with the insurance company and faculty members are responsible for the payment of the entire premium cost, based on their age at the time of application.
- 7.16.8 The College will not reduce the benefit entitlements of the compulsory Group Life and Accidental Death and Dismemberment Insurance plan without the approval of the Association.

#### **7.17 Voluntary Life Insurance Coverage**

By payment of the necessary premiums through payroll deductions, faculty members who are participating in the group life insurance plan may elect additional Group Life Insurance coverage for themselves and/or their spouses, in increments of \$10,000 to a maximum of \$300,000 in accordance with the terms of the contract with the insuring company.

#### **7.18 Registered Retirement Savings Plan Payroll Deductions**

Faculty members may authorize the College to deduct specified amounts from their wages each month for a Registered Retirement Savings Plan. Tax deductions at source will be adjusted to accommodate the deductions. In authorizing such deductions, faculty members shall absolve the College of any responsibility for such funds following their remittance to the trust company. The College will, on behalf of the faculty members, remit to a single designated trust company, by the 10<sup>th</sup> of the month following, the funds which have been deducted. It shall be the responsibility of faculty members to direct the trust company concerning the investment of such funds.

#### **7.19 Payment Upon Death**

In the event of death of regular faculty members, the College will pay to their spouse, or if there is no spouse, to the estate of those deceased, one month's salary exclusive of any amount already earned by those deceased up to the date of which they last served.

#### **7.20 Premium Savings**

It is hereby understood and agreed that premium savings accrued by virtue of Employment and Social Development Canada assessment shall be used to offset partially the costs of disability and future benefit improvements.

## **7.21 Group Coverage**

For the purpose of these benefit plans, the total group covered by the plans will, where advantageous, be a coalition of members of the Vancouver Community College Faculty Association, College staff, administrators and other College-related groups. Under such a coalition, determination of a percentage of group participation shall be a deployment or interpretation of the group or subgroup composition for the best advantage to the greatest numbers.

## **7.22 Pension Plan**

(See Common Agreement, Article 10.2)

Enrolment of Faculty members in the College Pension Plan shall be as set out in the **plan rules of the College Pension Plan**.

## **7.23 Employment Insurance**

Faculty members shall be covered for employment insurance insofar as the statutes permit.

## **7.24 Professional Memberships/Licences**

Where the College requires, as a condition of employment, that a regular faculty member maintain a specified professional association membership or licence, the College will pay the annual dues or annual licencing fees required to maintain such membership or licence.

# **8 LEAVES**

## **8.1 Application and Scheduling Leaves**

Written application for leaves, as provided hereunder, must be submitted prior to the start of the requested leave indicating the purpose for the leave and detailing supporting reasons.

8.1.1 Application for leave may include application for a change from full-time to part-time status for a given period of time (part-time leave). Approval of part-time leaves shall be on the same basis as approval of full-time leaves. However, the following leaves may only be taken as full-time leaves:

- Article 8.14, (Maternity Leave and Parental Leave)
- Article 8.15, (Adoption Leave)

8.1.2 Scheduling of all leaves shall be done by Department Heads and approved by the Dean or Director as provided in Article 6.4, (Scheduling for Faculty Members).

## 8.2 Return from Leaves

8.2.1 Upon return from an approved leave, a faculty member shall be entitled to assume the same or equivalent position they held at the time of leave.

## 8.3 Benefits and Entitlements While on Leave

(See Appendix III–B, (Summary of Benefits During Leaves))

### 8.3.1 Seniority

A faculty member's seniority shall continue to accrue during any period of approved leave.

### 8.3.2 Increments and Benefits During Paid Leave

Faculty members on paid leave shall continue to receive all faculty member benefits as provided for in Article 7, (Benefits), and the leave shall count as service for increment purposes.

### 8.3.3 Increments and Benefits During Unpaid Leave

#### a) Increments

Faculty members on unpaid leave shall not receive increment entitlement except as provided in Article 5.7.6, (Increments During Leaves), Article 8.14, (Maternity Leave and Parental Leave), Article 8.15, (Adoption Leave), **and Appendix XIX (Maternity Leave, Parental Leave, and Adoption Leave for Term and Part-time Regular Faculty Members).**

#### b) Continuance of Benefits

Faculty members on unpaid leave in any one calendar month shall be subject to the following provisions with respect to benefits depending upon the period of leave of absence:

- Up to and including 15 calendar days - all faculty member benefits continue;
- 16 calendar days or more - no benefits except as provided in Article 8.14, (Maternity Leave and Parental Leave), Article 8.15, (Adoption Leave), Article 8.12, (Retirement Preparation Leave) and Article 8.19, (Renewal Leave) and Article 8.20 (Professional Currency Leave). However, faculty members on unpaid leave of 16 calendar days or more may, upon approval of the leave and subject to the provisions of Article 7, (Benefits), opt for the continuance of the following benefits by payment of the necessary premiums and contributions, both faculty member and employer shares:
  - Article 7.14, (Health Insurance Plans)  
for Basic and Extended Health Benefits;
  - Article 7.15, (Dental Plan);

- Article 7.16, (Compulsory Group Life and Accidental Death and Dismemberment Insurance);
- Article 7.10, (Short-Term Disability)  
for up to 2 months;
- Article 7.11, (Long-Term Disability);  
for up to 2 months, **and**;
- Article 7.22, (Pension Plan) **subject to Pension Plan rules.**

#### **8.4 Education Leave**

8.4.1 Education leave is intended to provide faculty members with an opportunity to:

- a) pursue further post-secondary studies;
- b) pursue relevant credentials;
- c) maintain currency in their fields; or
- d) pursue other approved educational activities.

Education leave is granted through the authority of the College Board. The welfare of the College and the professional competence of faculty members are among the prime considerations in approving leaves for approved study or research.

8.4.2 The College shall grant upon application 2.75 full-time equivalent (FTE) Education Leaves per fiscal year. One full-time equivalent is deemed to represent 12 months of time within a fiscal year.

The joint College and faculty Education Leave Committee shall review and amend, as necessary, the mutually agreed upon process and procedure for making application, including time-lines for both long-term and short-term education leaves which may modify the terms of Articles 8.4.6.6 and 8.4.7.4 herein.

8.4.3 Requests for education leaves must be made to the appropriate Vice President concerned and must be accompanied by an outline of the purpose of the leaves. The Education Leave Committee shall review and recommend education leave applications, at least once a year, to the appropriate Vice President.

8.4.4 Approved education leave shall be at the rate of 70% of salary; contributions for faculty member benefits will be continued during education leave by the College and the faculty member, and the leave period will count in full for increment purposes.

8.4.5 Faculty members, within one month of their return to duty from education leave, must submit to the appropriate Vice President satisfactory evidence of having carried out the purposes for which the leaves were granted. In the event of failing to

do so, faculty members shall refund the amount paid to them by the College during such leaves.

#### 8.4.6 Long-Term Education Leave

8.4.6.1 Leaves of more than 4 months to one calendar year shall be considered long-term leaves.

8.4.6.2 In order to be granted long-term education leave, faculty members must have been permanent regular faculty members for at least 3 years.

8.4.6.3 Faculty members undertake to remain in the service of the College for a minimum of 3 years immediately following their return from long-term education leave.

8.4.6.4 In the event that faculty members fail to remain in the service of the College as required in Article 8.3.6.3, then faculty members shall refund to the College the amount paid to them by the College during such leave on the following basis:

a) failing to remain one complete year, they shall refund the full amount paid;

b) failing to remain 2 complete years, they shall refund  $\frac{2}{3}$  of the amount paid; and

c) failing to remain 3 complete years, they shall refund  $\frac{1}{3}$  of the amount paid.

8.4.6.5 Normally, faculty members shall not be eligible for subsequent long-term education leaves until a period of 2 years has elapsed since the completion of the previous leave.

8.4.6.6 A request for long-term education leave must be made at least 6 months prior to the proposed commencement date of the leave. The applicant will receive a preliminary reply at least 4 months prior to the requested commencement date and a final reply at least 3 months prior to it.

#### 8.4.7 Short-Term Education Leave

8.4.7.1 Leaves of up to 4 months shall be considered short-term leaves.

8.4.7.2 In order to be granted short-term education leaves, faculty members must have been permanent regular faculty members for at least 2 years.

8.4.7.3 Faculty members undertake to remain in the service of the College for a minimum of one year immediately following return from such leaves and, in the event of failing to do so, shall refund the amount paid to them by the College during the leaves.

8.4.7.4 A request for short-term education leave must be made at least 2 months prior to the proposed commencement date of the leave. The applicant will receive a reply at least one month prior to the requested commencement date.

8.4.7.5 Normally, faculty members shall not be eligible for subsequent short-term education leaves until a period of 1 year has elapsed since the completion of the previous leave.

## **8.5 Family Illness Leave and Sick Leave for Family Illness**

8.5.1 Employees are entitled to up to 5 days per year of family illness leave. The College may require submission of a certificate from a duly qualified medical practitioner, or recognized equivalent, certifying the illness of the family member. Additional family illness leave may be granted by the appropriate Dean or Director.

8.5.2 The appropriate Dean or Director may approve the use of up to 3 working days per year of sick leave to attend to the illness of any other relative if living in the same household. Such approval shall not be unreasonably withheld.

8.5.3 Family member for the purpose of Article 8.5.1 is defined as the faculty member's spouse, children, children's spouses, stepchild, step child-in-law, siblings, in-law siblings, parents, step-parents, parents-in-law, grandparents, grandchildren, nieces and nephews, and any other person living in the same household who is dependent upon the faculty member.

## **8.6 Compassionate Care Leave**

8.6.1 Entitlement

An employee will be granted a compassionate care leave of absence without pay for up to twenty-seven (27) weeks to care for a gravely ill family member. For the purpose of this Article 8.6.1, "family member" is defined as per the *Employment Standards Act*. In order to be eligible for this leave, the employee must provide a medical certificate as proof that the ill family member needs care or support and is at risk of dying within twenty-six (26) weeks.

8.6.2 An employee who is granted a compassionate care leave of absence to care for a gravely ill family member shall be entitled to the benefits as follows:

a) The employee's benefit coverage will continue for the duration of the compassionate care leave, to a maximum of twenty-seven (27) weeks, and the premium payment shall be on the same basis as if the employee were not on leave.

b) Where an employee elects to buy back pensionable service for part of all of the duration of the compassionate care leave, to a maximum of twenty-seven (27) weeks, the employer will pay the employer portion of the pension contribution in accordance with the Pension Plan regulations.

c) Compassionate care leave, up to a maximum of twenty-seven (27) weeks, shall be treated as continuous employment for the purposes of seniority accrual under this Agreement.

d) An employee who returns to work following a leave granted under this provision shall be placed in the position the employee held prior to the leave or in a comparable position.

e) Should an employee require additional time to care for a gravely ill family member, additional leaves may be granted beyond the twenty-seven (27) week period specified in Article 8.6.1 above. Such additional leave shall be in accordance with the *Employment Standards Act*, including the certification criteria as outlined in the Act.

**8.7 Funeral Leave**

8.7.1 With the approval of the appropriate Dean or Director, funeral leave of one working day will be granted, with pay, but not in addition to bereavement leave.

**8.8 Bereavement Leave**

8.8.1 In the case of death in the immediate family, bereavement leave shall be granted with pay for a period not to exceed 5 consecutive working days, provided the bereaved faculty member has notified the immediate supervisor. Bereavement leave days shall normally be scheduled as consecutive working days. An employee can request to schedule bereavement leave as non-consecutive working days. Such requests shall not be unreasonably denied.

8.8.2 Immediate family member for the purpose of Article 8.8.1 is defined as the faculty member's spouse, children, children's spouses, stepchild, step child-in-law, siblings, in-law siblings, parents, step-parents, parents-in-law grandparents, grandchildren, nieces and nephews, and any other person living in the same household who is dependent upon the faculty member.

8.8.3 The appropriate Vice President may grant bereavement leave in the case of death of any other person.

**8.9 Jury Duty and Court Appearance Leave**

8.9.1 Leave of absence without loss of pay and benefits will be provided to a faculty member summoned to serve on a jury; or when subpoenaed or summoned as a witness in a criminal or civil proceeding not occasioned by the faculty member's private affairs; or when the faculty member accompanies a dependent child when the child is subpoenaed or summoned to appear as a witness in a criminal or civil proceeding; or when appearing as a defendant in a criminal or traffic case if acquitted therefrom.

8.9.2 To qualify for permission from the appropriate Dean or Director to be absent with pay and benefits, the faculty member shall produce the summons or subpoena or submit such other evidence showing the necessity for the court appearance.

8.9.3 A faculty member in receipt of pay or benefits under this Article has the responsibility to reimburse the employer all monies paid to them by the Court, except travelling and meal allowances not reimbursed by the College.

**8.10 Personal Leave**

8.10.1 With the approval of the appropriate Vice President or delegate, a faculty member may be granted leave for reasons other than those specified in this Agreement (e.g. study, compassionate, travel, religious) or additional leave beyond the limits specified for adoption, parental or other specific leaves.

8.10.2 This leave shall be without pay unless otherwise authorized.

## **8.11 Cultural Leave for Aboriginal Employees**

- 8.11.1 A self-identified Aboriginal employee may request up to three (3) days' leave with pay per calendar year to organize and/or attend Aboriginal cultural event(s). Such leave will not be unreasonably withheld.
- 8.11.2 Employees will provide the Employer with the dates of the days for which leave will be requested. Whenever possible, a minimum of two weeks' notice is required for leave under this provision.

## **8.12 Retirement Preparation Leave**

(See Appendix **XXVI** (Retirement Preparation Leaves))

- 8.12.1 In order to allow a faculty member nearing retirement age to prepare for retirement, and with the approval of the appropriate Vice President, the College may offer and a faculty member may accept a leave or leaves of absence of between 3 and 12 consecutive months providing the following qualifications are met:
- a) The faculty member has been a regular faculty member for a minimum of 5 years;
  - b) The faculty member is at least 50 years old;
  - c) The faculty member should be on the maximum salary step, or have 10 years of service; and
  - d) An appropriately qualified replacement faculty member, if required, is available. The ultimate replacement faculty member shall be identified and, wherever possible, be at the minimum step of the salary schedule.
- 8.12.2 A maximum of 20 faculty members may be granted retirement preparation leave per fiscal year. The procedure for application and allocation shall be as follows:
- a) Faculty members shall submit written applications for retirement preparation leave not later than December 31 for the following fiscal year.
  - b) Should the number of applications for retirement preparation leave for a fiscal year exceed the number of leaves the College makes available for that year, allocation of the available leaves shall be on the basis of seniority.
  - c) Eligible faculty members may take this leave at either 50% or 100% of full-time to a maximum of one year. Alternate time status leaves over 50% may be available subject to the scheduling requirements of the department or area.
- 8.12.3 Retirement preparation leave shall be unpaid, but shall carry with it the following benefits:
- a) Medical, Extended Health, Dental and Group Life benefits;



b) Provided the faculty member elects to purchase the period of leave for pension purposes and is given permission to do so by the Pension Corporation, the College shall pay its share of pension contributions for the period of leave being purchased;

c) A stipend of \$1,000 per month for full-time faculty members and pro-rata for part-time faculty members and faculty members on part-time leave; and

d) Faculty members taking retirement preparation leave may opt for the continuance of Short-term and Long-term Disability by payment of the necessary premiums.

8.12.4 A faculty member on unpaid retirement preparation leave who becomes disabled and who has accumulated sick leave credit, shall, concurrent with the commencement of said disability, be placed on sick leave as per Article 7.8, (Sick Leave Credit Accrual), and Article 7.9 (Sick Leave), and the retirement preparation leave shall immediately cease.

8.12.5 A faculty member who works elsewhere while on retirement preparation leave and has any of the insurance benefits listed in Article 8.12.3 provided at a rate of contributions equal to or superior to the College's contributions shall notify the College and take the benefits available elsewhere.

### **8.13 Political Leave**

(See Common Agreement, Article 7.11)

8.13.1 In order to enable a faculty member to contest a federal, provincial or municipal election, the College shall grant the faculty member an unpaid leave of absence for a period of up to 2 months.

8.13.2 In the event that a faculty member is elected to a federal, provincial or municipal office, the faculty member, upon application, shall be granted an unpaid leave of absence for the term of the political office. The maximum leave the College is prepared to grant shall be 2 consecutive terms of political office.

### **8.14 Maternity Leave and Parental Leave**

- (Term Faculty Members: See Appendix **XIX**)

8.14.1 Maternity Leave and Parental Leave (Parent Giving Birth)

8.14.1.1 For the benefits of the *Employment Standards Act* to apply during the statutory periods set out by the *Act*, faculty members must ensure that the appropriate certificate indicated in that Act is signed by a duly qualified medical practitioner and submitted to the appropriate Dean or Director.

8.14.1.2 The College shall grant maternity and parental leave without pay in accordance with the provisions of the *Employment Standards Act* for a period up to a maximum of 78 consecutive weeks without termination of appointment. This leave must begin no earlier than 13 weeks before the expected birth date and no later than the actual birth date. Upon return from leave, the faculty member is entitled to assume the

instructional position the faculty member would have held had the leave not occurred.

- 8.14.1.3 Within the 78 week leave period granted under Article 8.14.1.2, weeks 1 to 17 inclusive shall be considered maternity leave pursuant to the *Employment Standards Act* and weeks 18 through 78 inclusive shall be considered statutory parental leave pursuant to the *Employment Standards Act*.
- 8.14.1.4 The College shall make its premium contributions for Pension, Medical, Extended Health, Group Life, Accidental Death and Dismemberment and Dental plan insurance in accordance with the provisions of the *Employment Standards Act* for the entire duration of the maternity and parental leave. If a faculty member chooses to purchase pensionable service for the period of maternity and parental leave, the College will pay its portion of pension contributions, subject to the applicable pension regulations. Vacation and sick leave benefits and increment entitlement will accrue only for the duration of the maternity and parental leaves falling within the time limits prescribed in the *Employment Standards Act*.
- 8.14.1.5 Faculty members on maternity and parental leave may opt for the continuance of Short-term Disability by payment of the necessary premiums. Long-term Disability premiums are paid by the College during the *Employment Standards Act* statutory period only. Faculty members wishing to continue Long-term Disability coverage beyond this period must make arrangements to remit the appropriate amount of premium to the College to continue coverage.
- 8.14.1.6 Faculty members wishing to return to duty prior to the expiration of 6 weeks following the actual date of birth of the child shall give the College one week's notice, in writing, of such intention.
- 8.14.2 Parental Leave (Parent Other Than Parent Giving Birth)
  - 8.14.2.1 For the benefits of the *Employment Standards Act* to apply, faculty members must ensure that the appropriate certificate indicated in that Act is signed by a duly qualified medical practitioner and submitted to the appropriate Dean or Director.
  - 8.14.2.2 The College shall grant parental leave without pay, in accordance with the provisions of the *Employment Standards Act*, for a period of 62 consecutive weeks. This leave must begin within 78 weeks of the birth of the child. A written request must be submitted no later than 4 weeks prior to the commencement of the leave.
  - 8.14.2.3 The College shall make its premium contributions for Pension, Medical, Extended Health, Group Life, Accidental Death and Dismemberment and Dental plan insurance in accordance with the provisions of the *Employment Standards Act* for the entire duration of the parental leave. If a faculty member chooses to purchase pensionable service for the period of the parental leave, the College will pay its portion of pension contributions, subject to the applicable pension regulations. Vacation and sick leave benefits and increment entitlement will accrue only for the

duration of the parental leave falling within the time limits prescribed in the *Employment Standards Act*.

8.14.2.4 Faculty members on parental leave may opt for the continuance of Short-term Disability by payment of the necessary premiums. Long-term Disability premiums are paid by the College during the *Employment Standards Act* Statutory Period only.

8.14.2.5 Paid Parental Leave (Spousal)

Upon the birth of their spouse's child, a faculty member shall, upon application to the appropriate Dean or Director, be entitled to 3 days paid parental leave. Such leave shall be charged against the faculty member's sick leave credits to the extent said credits will accommodate.

## **8.15 Adoption Leave**

(Term Faculty Members: See Appendix XIX (Maternity Leave, Parental Leave and Adoption Leave for Term and Part-Time Regular Members)

8.15.1 A faculty member applying for adoption leave must provide proof of legal adoption of a child.

8.15.2 The College shall grant an unpaid leave for adoption of a child in accordance with the provisions of the *Employment Standards Act* for a period of up to a maximum of 62 consecutive weeks without termination of appointment. The adoption leave must begin within 78 weeks after the child is placed with the adopting parent. Upon return from such leave the faculty member is entitled to assume the instructional position the faculty member held at the time of leave.

8.15.3 The College shall make its premium contributions for Pension, Medical, Extended Health, Group Life, Accidental Death and Dismemberment and Dental plan insurance in accordance with the provisions of the *Employment Standards Act* for the entire duration of the leave for adoption. If a faculty member chooses to purchase pensionable service for the period of leave for adoption, the College will pay its portion of pension contributions, subject to the applicable pension regulations. Vacation and sick leave credits and increment entitlement will accrue for the duration of the leave for adoption falling within the time limits prescribed in the *Employment Standards Act*.

8.15.4 Faculty members taking adoption leave may opt for the continuance of Short-term and Long-term Disability by the payment of the necessary premiums. Long-term Disability premiums are paid by the College during the *Employment Standards Act* statutory period only. Faculty members wishing to continue Long-term Disability coverage beyond this period must make arrangements to remit the appropriate amount of premium to the College to continue coverage.

8.15.5 Paid Parental Leave (Adoption)

Upon the adoption of a child, a faculty member shall, upon application to the appropriate Dean or Director, be entitled to 3 days paid parental leave. Such leave

shall be charged against the faculty member's sick leave credits to the extent said credits will accommodate.

## **8.16 Supplemental Employment Benefit (SEB)**

8.16.1 When on maternity, adoption or parental leave, an employee will receive a supplemental payment added to Employment Insurance benefits as follows:

a) For the first week of maternity leave an employee shall receive one hundred percent (100%) of their salary calculated on their average base salary.

b) For a maximum of fifteen (15) additional weeks of the maternity leave, the employee shall receive an amount equal to the difference between the Maternity Employment Insurance Benefits and ninety-five percent (95%) of their salary calculated on their average base salary.

c) For up to a maximum of thirty-five (35) weeks of leave, the biological, adoptive or legally recognized parent shall receive an amount equal to the difference between the Standard Parental Employment Insurance (EI) Benefits and eighty-five percent (85%) of the employee's salary calculated on their average base salary.

d) If the biological, adoptive or legally recognized parent elects the Extended Parental EI Benefit, for a maximum of sixty-one (61) weeks the parent shall receive the same total SEB benefit amount received under Article 8.17 (c) above, when the employee opts for the thirty-five (35) week EI benefit, spread out and paid over the sixty-one (61) week period. The Employer will make this calculation.

e) Provided the employee received SEB as per Article 8.17 (a), (b), (c) or (d), for the last week of the parental leave where no EI benefit is paid, the employee shall receive one hundred percent (100%) of their salary calculated on their average base salary.

f) The average base salary for the purpose of Article 8.17 (a) through Article 8.17 (e) is the employee's average base salary for the twenty-six (26) weeks preceding the maternity or parental leave. If the employee has been on unpaid leave for part of the preceding twenty-six (26) weeks, then up to four (4) weeks of that unpaid leave will be subtracted from the twenty-six (26) weeks for the purpose of calculating the average base salary.

8.16.2 An employee is not entitled to receive supplemental employment benefits and disability benefits concurrently. To receive supplemental employment benefits, the employee shall provide the Employer with proof of application for and receipt of Employment Insurance benefits.

## **8.17 Additional Leave Following Maternity, Parental or Adoption Leave**

Upon written request, an employee who elects the extended parental leave benefit, as defined under the *Employment Insurance Act*, shall be entitled to a leave of absence without pay of up to six (6) consecutive months in addition to statutory requirements. An employee who elects the standard parental benefit as defined under the *Employment Insurance Act*, shall be entitled to up to twelve (12) consecutive months of leave without pay in addition to statutory requirements.

**8.18 Return to Work from Maternity, Parental or Adoption Leave**

- 8.18.1 An employee who returns to work following a maternity, parental or adoption leave shall retain the seniority the employee had attained prior to the leave and shall accrue seniority for the period of leave.
- 8.18.2 An employee who returns to work following such leave, shall be placed in the same position that employee held prior to the leave or in a comparable position. **The leave will not be included as service as a department leader or instructional associate (see 13.9.6).**
- 8.18.3 An employee who has taken leave under this provision is entitled to all increases in wages and benefits the employee would have been entitled to had the leave not been taken.
- 8.18.4 Where the proposed return to work does not coincide with the instructional calendar the employer and the employee will negotiate mutually acceptable dates.
- 8.18.5 Upon written request, an employee on parental leave under 8.14 may return to work on a graduated basis. Upon receipt of a request, the Dean or Director and the employee will mutually agree to an acceptable graduated parental leave return to work plan for the employee.

**8.19 Renewal Leave**

- 8.19.1 In order to provide faculty members with an opportunity for renewal, the College shall, with the approval of the appropriate Vice President, grant renewal leaves of between 6 and 12 months, provided the following conditions are met:
- a) the faculty member is a permanent regular faculty member at commencement of leave granted hereunder;
  - b) the faculty member should be on the maximum of the salary step, or have 10 years of service;
  - c) an appropriately qualified replacement is available to assume the faculty member's responsibilities; and
  - d) the ultimate replacement faculty member is identified and, wherever possible, shall be at the minimum step of the salary range.
- 8.19.2 Faculty members may apply for renewal leave of less than 6 months. For renewal leaves of less than 4 months, the Dean/Director may require that such leave be taken in combination with professional development, vacation or other leaves so that their combined total meets the scheduling requirements of the department or area. Approval of such applications will not be unreasonably denied.
- 8.19.3 A maximum of 2 FTE renewal leaves shall be granted per fiscal year. The procedure for application and allocation shall be as follows:
- a) Faculty members shall submit written applications for renewal leave no later than December 31 for the following fiscal year.

b) Should the total number of leaves applied for under 8.19.1 exceed 2 FTE renewal leaves, the allocation of 2 FTE renewal leaves shall be on the basis of seniority.

c) Should the maximum allowable quota of leaves not be reached through the process outlined above, further renewal leaves shall be granted during the fiscal year in which the leave(s) is to commence, provided the faculty member submits a written application for the leave a minimum of 3 months prior to the commencement of the leave. Such leaves shall be granted on a first-come, first-served basis.

8.19.4 Renewal leave shall be unpaid, but shall carry with it the following benefits:

a) A stipend of \$1,200 per month for full-time faculty members and pro-rata for part-time faculty members and faculty members on part-time leave.

b) Medical, Extended Health, Accidental Death and Dismemberment, Dental and Group Life benefits.

c) Faculty members taking renewal leave may opt for the continuance of Short-term and Long-term Disability by payment of the necessary premiums.

8.19.5 A faculty member on unpaid renewal leave must advise the College, in writing, no later than 2 months prior to expiration of the leave confirming intention to return to duty.

8.19.6 A faculty member who works elsewhere while on leave and has any of the insurance benefits listed in Article 8.19.4 provided at a rate of contributions equal to or superior to the College's contribution is required to notify the College and take the benefits available elsewhere.

8.19.7 A faculty member on unpaid renewal leave who becomes disabled and who has accumulated sick leave credit, shall, concurrent with the commencement of said disability, be placed on internal sick leave and the renewal leave shall immediately cease.

8.19.8 After a period of leave under this Article, the faculty member must return to active employment for a period of time at least equal to the length of the leave before being eligible to access further leave under this provision or under Article 8.20 Professional Currency Leave.

## **8.20 Professional Currency Leave**

8.20.1 The Parties are committed to a high quality of programming and recognize that the responsibility of program quality is shared by the College and the faculty members in each program. In order to provide faculty members with an opportunity to maintain currency and professional competence in their field, the College shall, with the approval of the appropriate Vice President, grant Professional Currency leaves of between 6 and 12 months, provided the following conditions are met:

a) the faculty member is a permanent regular faculty member at commencement of leave granted hereunder;

- b) the faculty member has a minimum of 5 years of service;
- c) the percentage of leave requested is equivalent to the entire FTE status which the faculty member holds;
- d) an appropriately qualified replacement is available to assume the faculty member's responsibilities; and
- e) the ultimate replacement faculty member is identified and, wherever possible, shall be at the minimum step of the salary range.

8.20.2 Faculty members may apply for Professional Currency leave of less than 6 months. For Professional Currency leaves of less than 4 months, the Dean/Director may require that such leave be taken in combination with professional development, vacation or other leaves so that their combined total meets the scheduling requirements of the department or area. Approval of such applications will not be unreasonably denied.

8.20.3 A maximum of 3 FTE Professional Currency leaves shall be granted per fiscal year. The procedure for application and allocation shall be as follows:

a) Faculty members shall submit written applications for Professional Currency leave no later than December 31<sup>st</sup> for the following fiscal year. Applications must include details outlining the value of the leave to enhancing the faculty member's currency and professional competency as well as the value of the leave to advancing the excellence of the College's programs.

b) Should the total number of leaves applied for under 8.20.2 exceed the maximum FTE Professional Currency leaves indicated in 8.20.3 above, the allocation of the maximum FTE Professional Currency leaves per year shall be on the basis of seniority.

c) Should the maximum allowable quota of leaves not be reached through the process outlined above, further Professional Currency leaves shall be granted during the fiscal year in which the leave(s) is to commence, provided the faculty member submits a written application for the leave a minimum of 3 months prior to the commencement of the leave and that a suitable replacement can be found. Such leaves shall be granted on a first-come, first-served basis.

8.20.4 Professional Currency leave shall be unpaid, but shall carry with it the following benefits:

a) A stipend of \$1,200 per month for full-time faculty members and pro-rata for part-time faculty members and faculty members on part-time leave.

b) Medical, Extended Health, Accidental Death and Dismemberment, Dental, and Group Life benefits.

c) Faculty members taking Professional Currency leave may opt for the continuance of Short-term and Long-term Disability by payment of the necessary premiums.

- 8.20.5 A faculty member on unpaid Professional Currency leave must advise the College, in writing, no later than 2 months prior to expiration of the leave confirming their intention to return to duty.
- 8.20.6 A faculty member who works elsewhere while on leave and has any of the insurance benefits listed in Article 8.20.4 provided at a rate of contributions equal to or superior to the College's contribution is required to notify the College and take the benefits available elsewhere.
- 8.20.7 A faculty member on unpaid Professional Currency leave who becomes disabled and is unable to satisfy the terms of the Professional Currency leave, and who has accumulated sick leave credit, shall, concurrent with the commencement of said disability, be placed on internal sick leave and the Professional Currency leave shall immediately cease.
- 8.20.8 After a period of leave under this Article, the faculty member must return to active employment for a period of time at least equal to the length of the leave before being eligible to access further leave under this provision or under Article 8.19 Renewal Leave.

## **9 ACADEMIC FREEDOM**

Society benefits from the search for knowledge and its free exposition. Academic freedom is essential to both these purposes in the teaching function of the College as well as in its scholarship and research. Every faculty member is entitled to exercise academic freedom in the performance of their duties. Academic freedom is the freedom to examine, question, teach and learn and it involves the right to investigate, speculate, and comment without regard to prescribed doctrine. Academic freedom ensures the following:

- a) Freedom in the conduct of teaching;
- b) Freedom in undertaking research and making public the results thereof;
- c) Freedom from institutional censorship.

Academic freedom carries with it the duty to use that freedom in a responsible way, respecting the rights and dignity of others, and in a manner consistent with the scholarly obligation to base teaching and research in an honest search for knowledge and the obligation to follow the curriculum requirements of the instructional assignment.

## **10 SENIORITY**

See Appendix IV, (Explanation of Seniority Calculations) for examples of seniority calculations.



**10.1 Definition and Calculation of Seniority**

10.1.1 Seniority is established on that date at which time a regular or term faculty member became subject to the Vocational Instructors' Association or Vancouver Community College Faculty Association Collective Agreement.

10.1.2 Seniority is defined as a faculty member's accrued service under the terms of this Agreement and shall be calculated as provided in Article 10.1.3, (Regular Faculty Members), and Article 10.1.4, (Term Faculty Members).

10.1.3 Regular Faculty Members

a) Effective April 1, 1992, all regular faculty members, both full-time and part-time, shall accrue 261 full days of service per fiscal year. Regular faculty members shall not accrue more than 261 days of service per fiscal year.

b) Notwithstanding the above provision, in the case of faculty members whose employment as regular faculty members commences during a fiscal year, service as a regular faculty member in that fiscal year shall be pro-rated for seniority purposes.

c) Laid off faculty members who are on recall shall accrue seniority on the same basis as other regular faculty members.

10.1.4 Term Faculty Members

10.1.4.1 Term faculty members shall accrue up to a maximum of 261 full-time equivalent (FTE) days of service per fiscal year. Part-time service by such faculty members shall be pro-rated.

10.1.4.2 Seniority for term faculty members shall be calculated by multiplying the number of full-time equivalent duty days of service by such faculty members by the following ratio:

$$\frac{261}{200}$$

10.1.4.3 All auxiliary work done concurrent with and after a faculty member's initial term appointment shall be counted as service for the purpose of seniority, subject to retention of seniority as per Article 10.2, (Accrual, Retention or Loss of Seniority). Such auxiliary service shall be pro-rated.

**10.2 Accrual, Retention or Loss of Seniority**

10.2.1 Regular and term faculty members shall retain and accrue seniority while in the employ of the College. (See Common Agreement, Article 7.3)

10.2.2 Laid off faculty members who are on recall shall retain and accrue seniority while on the recall list.

10.2.3 Term faculty members shall retain seniority for 24 months from the last day of their employment.

10.2.4 Faculty members who sever employment of their own volition shall forfeit accrued seniority.

### **10.3 Seniority Lists**

10.3.1 On the basis of Article 10.1, (Definition and Calculation of Seniority), and Article 10.2, (Accrual, Retention or Loss of Seniority), a seniority list shall be produced by the College each year. The list shall be updated on April 1 each year and posted within one month. The College shall provide the Association and each department with a copy of the list.

10.3.2 The seniority list shall include all regular faculty members in the employ of the College, including those on the recall list as per Article 11.9, (Recall). The list shall also include term faculty members whose seniority is retained as per Article 10.2.3.

10.3.3 The list shall show, in order of seniority, the type of appointment(s) held by each faculty member, the time-status of the appointment(s), the department or area to which the faculty member has been assigned, the commencement date of service and the aggregate length of accumulated service in FTE days.

10.3.4 Notwithstanding faculty members' aggregate length of service on the seniority list, Article 11, (Reduction, Recall and Severance Pay), shall take precedence in the reduction of faculty members.

## **11 REDUCTION, RECALL AND SEVERANCE PAY**

### **11.1 College Commitment**

The College and the Association agree that the primary goal of the institution is education. The College will make every reasonable attempt to minimize the impact of funding shortfalls and reductions on the workforce.

### **11.2 Reasons for Reduction**

From time to time, the College may determine that a reduction in the number of faculty members is necessary. Reasons for such faculty member reduction include:

- a) decreased enrolment;
- b) elimination or reduction of a program or activity;
- c) shortage of funds; and
- d) organizational change.

### **11.3 Written Notice to the Association**

After identifying the specific area or areas of potential reduction and prior to giving advance notification of layoff, the College shall provide the Association with written

notice describing the potential reduction, the reason for the reduction, and the faculty members who may be affected.

#### **11.4 Consultation on Reduction**

- 11.4.1 Within five (5) business days of the issuance of the notice described in Article **11.3.1**, the College shall meet with the Association to engage in discussion and consultation on the intended reduction in an effort to minimize the impact on the faculty members so affected. (See Common Agreement, Article 6.4)
- 11.4.2 These discussions shall include the possibilities of **voluntary departure incentive offers as per Article 11.5.2**, and transfers as per Articles 11.8.1.1 and 11.8.2.1.
- 11.4.3 The College agrees to take into account Association concerns regarding the scope, content and timing of calls for interest in the items listed in Article 11.4.2, and the process for responses.
- 11.4.4 If the potential reduction identified by the College involves the closure of a department or program, the parties' consultation discussions shall include consideration of viable alternatives, if any, that may be available to avoid such closure.
- 11.4.5 The College shall provide the Association, upon request, with documentation the Association reasonably requires to engage in the consultation discussions described above.
- 11.4.6 If the parties have not concluded their consultation discussions under Article 11.4 by the date that is ten (10) business days following the issuance of the pre-consultation notice under Article 11.3.1, or twenty (20) business days following the issuance of such notice if the potential reduction identified by the College involves the closure of a department or program, the College may proceed to issue advance layoff notice under Article 11.6. The issuance of advance layoff notice shall not prevent the parties' consultation discussions from continuing.

#### **11.5 Reduction Sequence and Voluntary Departure Incentive**

- 11.5.1 Any reductions in the number of faculty members, reductions in workload, or transfers within or between affected areas shall be accomplished to the extent required only, in the following sequence:
  - a) term faculty members;
  - b) probationary regular faculty members;
  - c) permanent regular faculty members.
- 11.5.2 **Where it is deemed possible to offset the impact of reductions, through the offering of a voluntary departure incentive to a regular faculty member, an incentive shall be offered if the cost of such incentive is equal to or less than**

**the cost that would be incurred through layoff or transfer of another regular faculty member. Such offer(s) shall be made in order of seniority.**

**11.5.3 Layoffs or transfers as per Article 11 may proceed while offers made pursuant to 11.5.2 are being considered.**

**11.6 Advance Notice of Layoff**

11.6.1 The College shall, as soon as possible in advance, and no later than one month prior to the date of issuance of notice of layoff under Article 11.7, notify the Association and any regular faculty members whose employment may be affected. The notification shall be in writing and shall specify the reasons for the intended change and shall refer the affected regular faculty members to the Association regarding their rights under Article 10, (Seniority).

11.6.2 As per Article **11.5.2 voluntary departure** incentive offers that may offset the impact of the **reduction sequence in** Article 11.5.1, shall be made simultaneously with advance notice of layoff.

11.6.3 Faculty members under advance notice of layoff shall have access to the hiring criteria of departments or areas to which they may wish to be considered for transfer within one week of their request.

11.6.4 Consultation between the College and the Association as per Article 11.4, (Consultation on Reduction), shall continue subsequent to the issuance of advance notice of layoff. Within 5 duty days of the date of the advance notice of layoff, the Association shall have the right to present written submissions to the College on the proposed changes and their effects.

**11.7 Notice of Layoff**

11.7.1 The College shall provide term faculty members with one month`s notice of termination according to length of service with the College under this Agreement unless they are in the first 2 weeks of their appointment. For termination within the first 2 weeks of a term appointment, see Article 5.3.4.

11.7.2 The College shall provide faculty members on probationary regular appointments with one month's notice of termination according to length of service with the College under this Agreement.

11.7.3 The College shall provide permanent regular faculty members with 3 months' notice of termination according to length of service with the College under this Agreement.

11.7.4 When the College does not issue notice of layoff to a permanent regular faculty member within 3 months of the date of the advance notice issued to that faculty member pursuant to Article 11.6.1, then the College will withdraw the advance notice issued to that faculty member.

**11.8 Transfer Process Following Notice of Layoff**

11.8.1 For Probationary Regular Faculty Members

11.8.1.1 Probationary regular faculty members who have received notice of layoff under Article 11.7 may elect to transfer from the faculty member's specific area to other areas where the duties are within the faculty member's abilities, provided the faculty member meets the hiring criteria applicable to the department to which the faculty member is being transferred. Transfer shall take place according to length of service with the College under this Agreement.

11.8.1.2 Within one week of having received notice of layoff, the faculty member shall identify area(s) to which the faculty member wishes to be considered for transfer.

11.8.1.3 The College shall reply within one week as to whether or not the faculty member meets the hiring criteria of the area(s) identified by the faculty member under Article 11.8.1.2.

11.8.1.4 By the end of the third week following notice of layoff, the faculty member shall select an area for which the faculty member is qualified as identified by the College under Article 11.8.1.3, and the transfer shall be effected by the College.

11.8.2 For Regular Faculty Members

11.8.2.1 Permanent regular faculty members who have received notice of layoff under Article 11.7 may elect to transfer from the faculty member's specific area to other areas where the duties are within the faculty member's abilities, provided the faculty member meets the hiring criteria applicable to the department to which the faculty member is being transferred. Transfer shall take place according to length of service with the College under this Agreement.

11.8.2.2 Within one month of having received notice of layoff, the faculty member shall identify area(s) to which the faculty member wishes to be considered for transfer.

11.8.2.3 The College shall reply within 2 weeks as to whether or not the faculty member meets the hiring criteria of the area(s) identified by the faculty member under Article 11.8.2.2.

11.8.2.4 By the end of the second month following notice of layoff, the faculty member shall select an area for which the faculty member is qualified as identified by the College under Article 11.8.2.3 and the transfer shall be effected by the College.

11.8.3 For Faculty Members Affected by Transfers

11.8.3.1 Probationary and permanent regular faculty members displaced by a transferring faculty member shall be also subject to the provisions of Articles 11.4 through 11.8.

11.8.3.2 It is expected that transferring faculty members will use their annual professional development time to orient and prepare themselves for their new assignments. If the annual professional development entitlement has already been used or if additional

time over and above the professional development time is required, the College will consider requests for additional professional development time on a case-by-case basis. Such requests will not be unreasonably denied.

**11.9 Recall**

11.9.1 When the College determines that the number of faculty members in any specific areas of reduction can be increased, reappointment shall be made from a recall list of regular faculty members who meet the applicable hiring criteria. Such reappointment shall be based on length of service as per the seniority list in effect at the time of reappointment. Laid off faculty members who are not eligible to exercise transfer rights, but who meet the hiring criteria for more than one area, may be eligible for recall to any of those areas.

11.9.2 Names of eligible faculty members shall remain on the recall list for a maximum of 2 years from the effective date of layoff. A copy of this list will be provided to faculty members whose names appear thereon and to the Association. All job postings will be emailed to faculty members on the recall list.

11.9.3 To remain eligible for recall/reappointment under this Article, laid-off faculty members must keep **People Services** informed of their mailing addresses and telephone numbers, promptly report any changes and accept or reject notices of reappointment from the College within 15 days of receipt of such notices. In the event a faculty member rejects an offer of reappointment to an area pursuant to Article 11.9.1, all further rights to recall for that area are lost and the faculty member will be removed from the recall list for that area.

11.9.4 Upon temporary recall or recall/reappointment of a faculty member by the College, the College shall reinstate accrued sick leave credits and salary step placement as at the time of layoff. Seniority provisions shall be as per Article 10.2.2.

11.9.5 Temporary Recall

Temporary recall rights may be exercised by faculty members to accept offers of appointments as defined herein. Such appointments do not affect the status of faculty members as regular faculty members except for seniority calculations as per Article 10.1.3, (Regular Faculty Members).

11.9.5.1 Definition

Temporary recall is the acceptance by faculty members on the recall lists as per Article 11.9.1 of offers of appointment with:

a) less time status than the time status of the appointments they formerly held; or

b) the same time status but of less than 4 months duration; or

c) either the same or less time status but of indeterminate length as a result of replacing faculty members on leave pursuant to Article 7.9, Sick Leave or Article 8.9, Jury Duty and Court Appearance.

- 11.9.5.2 Faculty members who accept offers as per Article 11.9.5.1(a) shall:
- a) complete the class to which they have been temporarily recalled before exercising their recall rights to equivalent time-status appointments;
  - b) accrue all benefit entitlements and if the temporary recall is for less than 4 months have their period of recall entitlement extended by an amount equal to the period of the temporary recall appointment; and
  - c) be entitled to a new 2-year recall period when they are temporarily recalled for periods of 4 months or longer and are subsequently laid off.
- 11.9.5.3 Faculty members who accept offers as per Article 11.9.5.1(b) shall:
- a) complete the class to which they have been temporarily recalled before exercising their recall rights to appointments;
  - b) accrue all benefit entitlements and have their period of recall entitlement extended by an amount equal to the period of the temporary recall appointment; and
  - c) be entitled to a new 2-year recall period if they are temporarily recalled for periods of 4 months or longer and are subsequently laid-off.
- 11.9.5.4 Faculty members who accept offers as per Article 11.9.5.1(c):
- a) may, if their temporary recall appointments are or become periods of 4 months or greater, exercise their recall rights to equivalent time status appointments before completing the classes to which they have been temporarily recalled;
  - b) shall be considered to be on temporary recall without rights to further notice of layoff and a new 2-year recall period until the faculty members being replaced return to duty or until recall or reappointments become available, whichever occurs first; and
  - c) shall accrue all benefit entitlements and have their period of recall entitlement extended by an amount equal to the period of the temporary recall appointment.
- 11.9.5.5 Faculty members who have accepted temporary recall appointments of less than 4 months shall not be entitled to notice of layoff from such appointments. Faculty members will not receive notice if the combination of individual temporary recall appointments exceed 4 months. This is without prejudice to the Association's right to challenge the appropriateness of the term of the individual assignments.

## **11.10 Severance Pay**

### **11.10.1 Severance Pay Entitlement**

- 11.10.1.1 All permanent regular faculty members shall be entitled to severance pay should their employment be terminated by the employer in accordance with Article 11, (Reduction, Recall and Severance Pay).

- 11.10.1.2 Faculty members who receive permanent regular appointments as per Article 4.12 (Regularization), shall be entitled to severance pay 3 years after appointment to permanent regular status.
- 11.10.1.3 Probationary regular faculty members shall be entitled to severance pay immediately upon appointment to permanent regular status.
- 11.10.1.4 Faculty members eligible for severance pay shall have the option to take severance pay: at the time of layoff; at the expiration of their recall period or during their recall period. Severance pay shall not be granted to permanent regular faculty members whose employment as faculty members is discontinued and who, of their own volition, transfer to other continuous employment with the College.
- 11.10.1.5 Faculty members who take severance pay shall forfeit all rights to recall.
- 11.10.2 Calculation of Severance Pay
  - 11.10.2.1 Severance pay for permanent regular faculty members whose employment is terminated under Article 11 shall be calculated as described below. Severance pay shall be based on the faculty member's rate of pay on the date when notice of layoff was received.

Complete Years of Continuous Employment	Severance Pay (Months of Salary)
Less than 1	1 month
1 but less than 2	1 month, plus 1/12 month for each complete month after 1 year
2 but less than 3	2 months, plus 1/12 month for each complete month after 2 years
3 but less than 4	3 months, plus 1/12 month for each complete month after 3 years
4 but less than 5	4 months, plus 1/12 month for each complete month after 4 years
5 but less than 8	5 months, plus 1/36 month for each complete month after 5 years



8 but less than 11	6 months, plus 1/36 month for each complete month after 8 years
11 but less than 14	7 months, plus 1/36 month for each complete month after 11 years
14 but less than 17	8 months, plus 1/36 month for each complete month after 14 years
17 but less than 20	9 months, plus 1/36 month for each complete month after 17 years
20 or more	10 months

11.10.2.2 Those who were hired as term faculty members and who have subsequently become permanent regular faculty members, will have their rights to severance pay dated back to the date on which their continuous employment commenced.

11.10.2.3 Severance pay, as outlined above, is in addition to notice as required by Article 11, (Reduction, Recall and Severance Pay), or pay in lieu thereof.

## **12 GRIEVANCE PROCEDURE**

12.1 The aggrieved party and/or the Association shall first exhaust all remedies available under this Article before pursuing other remedies available.

Any difference arising between the parties bound by this Agreement concerning its interpretation, application, operation or any alleged violation thereof, including any question as to whether any matter is arbitrable, shall be resolved without work stoppage and the following stages shall be undertaken without delay:

### **12.2 Pre-Grievance**

12.2.1 The aggrieved faculty member, alone or with a steward of the Association, may first, take up the matter with the appropriate Dean or Director involved, alone or with any other member of the College staff, within 30 working days of the date on which the incident giving rise to the grievance occurred or of the time when the grievor could have reasonably been expected to become aware of the incident, whichever is later. This stage shall not exceed 7 working days.

12.2.2 Any informal resolution of a grievance shall be consistent with this Agreement but shall not be binding on the College, the Association or any other faculty member.

12.2.3 The Association may initiate a grievance concerning any informal resolution.

**12.3 Stage I**

12.3.1 A formal written grievance may be advanced to the College through the appropriate Dean or Director by the aggrieved faculty member with a steward of the Association. The Association will forward a copy of any formal written grievance to **People Services**.

12.3.2 This shall be done within 30 working days of the date on which the incident giving rise to the grievance occurred or of the time the grievor could have reasonably been expected to become aware of the incident or within 7 days of receiving a response under Article 12.2.1 above, whichever is later.

12.3.3 The written grievance shall state the alleged violation(s) and remedy(ies) sought.

12.3.4 This stage shall be considered as the official commencement of the grievance procedure. If the matter is not resolved within 7 working days it may be advanced to Stage II.

**12.4 Stage II**

The grievance shall be advanced by the Chief Steward of the Association or delegate to the appropriate Vice President or delegate. If the matter is not resolved within 7 working days it may be advanced to Stage III.

**12.5 Stage III See also Common Agreement (LOU 3 Expedited Arbitration)**

12.5.1 Should no settlement be made, the difference may be referred by the grieving party (either the Association or the College) to a single arbitrator whose decision shall be final and binding and enforceable on all parties. Each party shall pay its own expenses and costs of arbitration and one-half of the compensation and expenses of the arbitrator.

12.5.2 The arbitration decision shall be made and transmitted to both parties within 15 working days from the date of the appointment of the arbitrator/Arbitration Board Chair.

**12.6 Time Limits**

12.6.1 The party responsible for advancing the grievance to each succeeding step shall do so by notifying the other party in writing, not later than 7 working days from the expiration of the previous stage. The succeeding stage shall commence the day following receipt of such notice. If such notice is not given, the grievance shall be deemed to be abandoned and all recourse to the grievance procedure shall be at an end.

12.6.2 Extensions of the time periods in the steps shall be made only by agreement of the parties concerned.

## **12.7 Suspension or Dismissal**

Any faculty member bound by this Agreement who alleges suspension or dismissal for other than proper cause, shall be entitled to have such grievance settled in accordance with the grievance procedure set forth above, commencing at Stage II.

If the grievance is not resolved at Stage II, it may be referred by either party to an arbitrator mutually agreed to by the parties, for a final and binding determination. If such faculty member is found by the arbitrator to have been suspended or dismissed for other than proper cause, the arbitrator shall make an order in accordance with the Labour Relations Code.

## **12.8 Layoff, Recall or Severance**

Any difference arising between the parties concerning the application, operation or any alleged violations of Article 11.5, (Reduction Sequence), Article 11.7 (Notice of Layoff), Article 11.8 (Transfer Process following Notice of Layoff), Article 11.9 (Recall), and Article 11.10, (Severance Pay), shall be settled in accordance with the grievance procedure set forth above, commencing at Stage II. If the grievance is not resolved at Stage II, it may be referred by either party to an arbitrator mutually agreed to by the parties for final and binding determination.

## **12.9 Policy Grievance**

Where either party disputes the general application, interpretation or alleged violation of an Article of this Agreement, the dispute shall be discussed initially with the appropriate Vice President or delegate or the President of the Association or delegate, as the case may be, within 30 working days of the date on which the incident giving rise to the grievance occurred or of the time when the party could have reasonably been expected to become aware of the incident, whichever is later. Where no satisfactory agreement is reached, either party may refer the dispute to the grievance procedure commencing at Stage III.

## **13 SELECTION AND APPOINTMENT OF DEPARTMENT LEADERS AND INSTRUCTIONAL ASSOCIATES**

### **13.1 Posting**

13.1.1 The appropriate Dean or Director shall initiate the selection/appointment process no less than 14 weeks before the date of vacancy as per Article 13.2, (Terms of Appointment).

13.1.2 The selection/appointment process will commence with a posting for the vacant position. The posting period will be for 3 weeks and will close at midnight on the closing date. A change in the 3 week posting period requires the agreement of the appropriate Dean or Director and the Association. Agreement to such a change shall not be withheld unreasonably. Where the deadline for application has been changed, all applicants shall be notified in writing.

- 13.1.3 The posting shall indicate the procedure being used to fill it and the internal or external status of the competition. The posting shall be available on the College website.
- 13.1.4 Prior to the distribution of a job posting, **People Services** shall forward a copy of the posting, including an indication as to whether the posting is to be internal or external, to the Association President for cross referencing against the previous posting for that position. The Association President must respond to **People Services** within 5 working days, if there are any concerns about the posting.
- 13.1.5 Copies of all postings with the attached job descriptions shall be maintained on file in **People Services** for future reference.
- 13.1.6 Extension of the application deadline shall be at the discretion of the appropriate Vice President for all postings. Where the deadline for application has been extended, all applicants shall be notified in writing of the circumstances.
- 13.1.7 Applicants should respond to a posting with a complete **resumé**. The College shall not be asked to take information from applicants' Personnel Files.

## **13.2 Terms of Appointment**

- 13.2.1 The terms of appointment as Instructional Associates, Department Heads, Assistant Department Heads or Coordinators, shall conform to 3-year cycles that end on December 31 for Department Heads and Coordinators II and on June 30 for Assistant Department Heads, Coordinators I and Instructional Associates. Appointments that commence at unusual times will be extended so as to conform to the term cycle as referenced above.
- 13.2.2 Choice of Term Cycle  

At least 7 months prior to the end of the current term cycle, departments may choose to change the end date of their term cycle from June 30 to December 31, or vice-versa. Any change in the end date, and the commencement of such a change, shall be determined using the process outlined in Articles 13.3.5.2, 13.3.5.3, 13.3.5.4 and 13.3.5.5.
- 13.2.3 The terms of appointment as Instructional Associates, Department Heads, Assistant Department Heads or Coordinators, shall be initially for a one-year probationary period. Faculty members with these appointments shall be evaluated during the probationary period.
- 13.2.4 The criteria, methods and procedure to be used for the evaluation shall be established through the Joint Steering Committee as per Article 3.10.2(c), (Evaluation and Appraisal of Faculty Members with Responsibility Allowances), and Appendix VIII, (Guidelines for the Evaluation and Appraisal of Faculty Members with Responsibility Allowances).

- 13.2.5 In the case of Instructional Associates, upon satisfactory completion of the probationary period and on the recommendation of the appropriate Vice President, the appointee shall be confirmed for the remainder of the term of appointment. Appointments for Instructional Associates will be at least 12 months apart. At the end of the 3 year term, Instructional Associates shall return to their previous positions as faculty members, or may be eligible to reapply for a second term of 3 years.
- 13.2.6 In the case of Department Heads, Assistant Department Heads and Coordinators, upon satisfactory completion of the probationary period the appointee shall be confirmed for the remainder of the term of appointment. The faculty member may be appointed to one further 3-year term, without evaluation, provided the selection/appointment process chosen under the terms of Article 13.5, (Appointment of Department Heads and Instructional Associates), is followed.
- 13.2.7 After completing 6 consecutive years as Department Head, Assistant Department Head or Coordinator, faculty members shall not be eligible to be appointed to the position they have held for a period of at least 3 years. This provision shall be waived for a Department Head, Assistant Department Head or Coordinator in departments of 3 or fewer full-time equivalent faculty members.

### **13.3 Selection of Department Leaders**

- 13.3.1 Department Heads shall be selected by election or by a selection committee.
- 13.3.2 Departments or areas of 3 or fewer full-time equivalent faculty members shall only use selection committees to select their Department Leaders.
- 13.3.3 The election procedure for Department Leaders appears in Appendix XXVII (Election Procedure: Department Leaders).
- 13.3.4 The selection committee procedure for Department Leaders appears in Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates).
- 13.3.5 Choice of Selection Method for Department Leaders
- 13.3.5.1 Initially, and thereafter as needed, each department or area with more than 3 full-time equivalent faculty members shall meet to decide **whether an election or selection committee** will be used to select a faculty member to fulfil the responsibilities of Department Head, Assistant Department Head, Coordinator I or Coordinator II.
- 13.3.5.2 Such meetings shall be initiated and chaired by Association designated Stewards or delegates, who shall be responsible for administering the voting process. When necessary to cover extended shifts, more than one meeting may be called within one department or area.
- 13.3.5.3 All faculty members in an area or department who in the month of the meeting hold or held term or regular appointments; who are on vacation accrued while they were

members of the department or who are on approved leaves of absence shall be eligible to attend and vote.

13.3.5.4 Voting shall be by secret ballot of those at the meeting(s). The method receiving the higher number of votes shall be used. In case of ties, the vote shall be repeated.

13.3.5.5 The choice made under the terms of this Article shall remain in force unless changed by secret ballot of the faculty members concerned at a meeting called under the terms of Article 13.5, (Appointment of Department Leaders and Instructional Associates). Such a change requires a two-thirds majority of those voting to be effected.

13.3.5.6 There shall be a ballot on the choice of selection committee or election for each position in a department or area. The designated Steward or delegate shall inform the Association and the College of the results.

#### **13.4 Selection of Instructional Associates**

13.4.1 Instructional Associates shall be selected by selection committee.

13.4.2 The selection committee procedure for instructional Associates appears in Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates).

#### **13.5 Appointment of Department Leaders and Instructional Associates**

13.5.1 In the case of Instructional Associates, the selection committee will make its selection known to the appropriate Vice President who will make the appointment and advise the College President. In the event that the Vice President is a member of the selection committee, the recommendation for selection will be forwarded to the College President. The committee selection shall be in writing and signed by all committee members who shall each receive a copy thereof. If the Vice President is not willing to appoint the person selected, the Vice President shall meet with the selection committee and an attempt shall be made to come to an agreement. Should agreement not be reached, the position shall be immediately re-posted as per Article 13.1, (Posting). In the case of Department Heads, Assistant Department Heads or Coordinators, the selection committee chair or the chair of the election process will inform the appropriate Vice President of the selected faculty member. The appropriate Vice President will appoint this faculty member to the position.

13.5.2 The selection shall be in writing and signed by all selection committee members or by the chair of the election process. All signatories shall receive a copy.

13.5.3 If the appropriate Vice President is not willing to make the appointment, the appropriate Vice President shall meet with the selection committee or with the faculty members eligible to vote in the election process. An attempt shall be made to come to accord. Should accord not be reached the position shall immediately be re-posted as per Article 13.1, (Posting).

### **13.6 Employment Status and Time Status**

- 13.6.1 An Instructional Associate, Department Head, Assistant Department Head or Coordinator must simultaneously be a full-time regular faculty member. However, an applicant does not have to be a full-time regular faculty member. The applicant, if appointed to the posted position, shall automatically become a full-time regular faculty member at the time of appointment.
- 13.6.2 Service as an Instructional Associate, Department Head, Assistant Department Head, or Coordinator shall be considered as service as a faculty member. The appointment as an Instructional Associate, Department Head, Assistant Department Head or Coordinator ceases when the appointee is no longer a full-time regular faculty member.

### **13.7 Instructional Workload**

- 13.7.1 A Department Head shall normally instruct one-half of full-time.
- 13.7.2 An Instructional Associate, Assistant Department Head or Coordinator shall normally instruct less than full-time.
- 13.7.3 The determination of the actual instructional time for each Instructor Associate, Department Head, Assistant Department Heads or Coordinator will be made by the appropriate Dean or Director in consultation with the individual involved in order to meet the needs of the School or Centre or department in question.

### **13.8 Orientation Leave**

- 13.8.1 Faculty members when first appointed to positions under the terms of this Article shall receive a minimum of 2 full duty days of paid orientation leave to be taken as close to the commencement of their appointments as possible. Additional leave may be approved upon application.
- 13.8.2 The College and the Association shall co-ordinate the orientation and make every effort to ensure that faculty members are oriented to the full range of the required duties and responsibilities of their new positions. Orientation sessions will normally include such topics as time management, leadership, effective communication skills, chairing effective meetings, governance processes, budget management and College operations.

### **13.9 Acting Capacity**

- 13.9.1 When it becomes necessary for the appropriate Dean or Director or their delegate to replace faculty members appointed as Department Heads, Assistant Department Heads and Coordinators for periods of up to 3 months, a replacement faculty member shall be chosen by secret ballot by those in the area or department holding current term or regular appointments.
- 13.9.2 A Steward or alternate shall chair a meeting for the purposes of voting and shall inform the Association and the College of the result.

- 13.9.3 Article 13.9.1 does not apply to replacement during the vacation, any leave of less than one month or professional development periods of the incumbent.
- 13.9.4 With the mutual agreement of the Association and the College, a replacement faculty member who has been elected under the terms of Article 13.9.1 may continue in the position for periods of longer than 3 months but only if the position has been posted.
- 13.9.5 As soon as it is known that the incumbent will have to be replaced for a period of longer than 3 months the position shall be posted as per Article 13.1, (Posting).
- 13.9.6 Any such posting shall indicate that the appointment will terminate, given the provisions of the probationary period are satisfied, 3 years after the June 30 or December 31, as appropriate, that follow the appointment. **The appointment termination date will be extended for a period equal to any leaves in 8.14 (Maternity Leave and Parental Leave) or 8.15 (Adoption Leave).**

Any such additional time shall not be included in the determinations required by Article 13.2.7.

- 13.9.7 Notwithstanding Articles 13.9.4, 13.9.5 and 13.9.6, when an incumbent has to be replaced for a period longer than 3 months because of illness or other extenuating circumstances, and with the mutual agreement of the Association and the College, a replacement faculty member who has been elected under the terms of Article 13.9.1 may continue in the position for additional periods of 3 months without the position being posted. Such agreements shall be reviewed one month prior to the expiry of each 3 month appointment.
- 13.9.8 All service that results from the application of Article 13.9, (Acting Capacity), shall be with release time and allowances as stipulated in this Agreement.
- 13.9.9 Furthermore, such service shall not be included in the determinations required by Article 13.2.7.

### **13.10 New Department Leader or Instructional Associate Positions**

- 13.10.1 When it becomes necessary for the appropriate Vice President or delegate to create new Instructional Associate, Department Head, Assistant Department Head or Coordinator positions, the position shall be posted as per Article 13.1, (Posting).
- 13.10.2 If a choice of selection method is necessary and as soon as it is known that such a posting will occur, a Steward or delegate shall initiate the process as per Appendix XXVII – Election Procedure: Department Leaders or Appendix XXVIII – Selection Committee Procedure: Department Leaders and Instructional Associates.
- 13.10.3 The choice of selection method shall be made before the posting of such positions.
- 13.10.4 Any such posting shall indicate that the appointment will terminate, given the provisions of the probationary period are satisfied, 3 years after the June 30 or December 31, as appropriate, that follows the appointment.



13.10.5 Any such additional time shall not be included in the determinations required by Article 13.2.7.

## **14 TECHNOLOGICAL CHANGE**

### **14.1 Definition**

"Technological change" is a change in the use of equipment or material which significantly affects the terms and conditions of employment of members of the bargaining unit or alters the basis on which this Agreement was negotiated. Layoffs caused by budget limitations, decreases in enrollment or elimination of programs shall not be interpreted as being the result of technological change.

### **14.2 Notice**

The College shall notify the Association as far in advance as possible, in writing, of an intended technological change and its potential effect on members of the bargaining unit. Such notice shall be given at least 120 days before introducing the intended technological change and shall consist of a detailed description of the change; a proposed implementation date; the approximate number, type and location of faculty members likely to be affected by the change and the possible effect of working conditions and terms of employment.

### **14.3 Consultation**

When the Association has received notice of the intended technological change, the parties to this Agreement undertake to meet within the next 30 days to discuss potential problems and attempt to reach agreement on solutions which will minimize the impact of the technological change on faculty members affected thereby.

### **14.4 Resulting Agreements**

Agreements reached during discussions between the parties shall be set out in a Memorandum of Agreement which shall have the same force and effect as the provisions of this Agreement.

### **14.5 Notice to Faculty Members Affected**

At least 90 days before introducing a technological change, faculty members potentially affected by the intended change shall be notified of the impending change by the College and advised of any agreements reached under Article 14.4, (Resulting Agreements) hereof.

### **14.6 Dispute Resolution**

14.6.1 In the event the foregoing procedure does not produce agreement or should there be a dispute as to whether or not the change is, in fact, a technological change, either party may refer the matter directly to arbitration, pursuant to Article 12, (Grievance Procedure), bypassing all other steps of the Grievance Procedure.

- 14.6.2 The Arbitration Board shall decide whether or not the College has introduced or intends to introduce, a technological change and, upon deciding that the College has introduced, or intends to introduce, a technological change, the Arbitration Board shall inform the Minister of Labour of its finding and may then, or later, make any one or more of the following orders:
- that the change be made in accordance with the terms of this Agreement unless the change alters significantly the basis upon which this Agreement was negotiated;
  - that the College will not proceed with the technological change, for such period, not exceeding 90 days, as the Arbitration Board considers appropriate;
  - that the College re-instate any faculty members displaced by reason of the technological change;
  - that the College pay to any re-instated faculty member such compensation in respect of **their** displacement as the Arbitration Board considers reasonable; and
  - that the matter be referred to the Labour Relations Board per the *Labour Relations Code*.

#### 14.7 Training

Where technological change may require additional knowledge and skill on the part of a regular faculty member, such regular faculty member shall be given the opportunity to study, practice and train to acquire the knowledge and skill necessary to retain employment, provided the regular faculty member can qualify for the new work within a reasonable training period. The College agrees to pay regular faculty members at their prevailing rate of pay with benefits during such training period.

### 15 PERFORMANCE APPRAISAL OF PERMANENT REGULAR FACULTY MEMBERS

- 15.1 At the request of the appropriate Dean or Director or upon their own request, the performance of permanent regular faculty members may be appraised. The performance appraisal is intended to identify the strengths and development needs of faculty members, improve the professional competence of faculty members and maintain a high degree of excellence within the College.
- 15.2 Performance appraisals of permanent regular faculty members shall be carried out according to Appendix VI, (Guidelines for the Performance Appraisal of Permanent Regular Faculty Members).
- 15.3 Performance appraisals of faculty members in their roles as Instructional Associates, Department Heads, Assistant Department Heads or Coordinators shall be carried out according to the guidelines in Appendix VIII, (Guidelines for the

Evaluation and Appraisal of Faculty Members with Responsibility Allowances), established by the Joint Steering Committee.

15.4 In the case of the above faculty members (Articles 15.2 and 15.3), their performance appraisal reports and development plan shall be included in the Performance Appraisal File of the faculty member concerned. The sole purpose of these documents is to provide for appraisal and development. Neither party to this Agreement shall use or rely upon these documents as evidence in any proceedings contemplated by this Agreement.

15.4.1 Performance Appraisal Files shall be kept confidential and access shall be limited to the faculty member concerned, Vice Presidents or their designates, who are not members of the Association. The College shall not release information contained in a faculty member's Performance Appraisal File to unauthorized individuals without the written consent of the faculty member concerned.

## **16 EVALUATION OF PROBATIONARY REGULAR AND TERM FACULTY MEMBERS**

16.1 The performance of probationary regular and term faculty members shall be evaluated in order to determine their suitability for continued/subsequent employment.

16.2 Evaluations of probationary regular and term faculty members shall be carried out according to the attached Appendix VII, (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members).

16.3 Evaluation of faculty members during the probationary period of appointments as Instructional Associates, Department Heads, Assistant Department Heads or Coordinators shall be carried out according to the guidelines in Appendix VIII Guidelines for the Evaluation and Appraisal of Faculty Members with Responsibility Allowances established by the Joint Steering Committee.

16.4 The evaluation reports, in writing, and duly signed by the faculty member and the evaluator, shall be included in the official Personnel File of the faculty member concerned and shall be considered by the College President, appropriate Vice

President or delegate in determining whether or not subsequent offers of appointment will be made.

## **17 PERFORMANCE REVIEW OF PERMANENT REGULAR FACULTY MEMBERS**

17.1 Where there are concerns regarding the performance of a regular faculty member, the following steps shall be taken to address such concerns.

Step 1: Performance Support Committee

17.2 A Performance Support Committee made up of the Vice President or delegate, the faculty member and representatives of the Association and **People Services** shall meet to discuss the performance concerns.

17.3 If the members of the Performance Support Committee agree that an appraisal may be useful for the purpose of their discussions, an appraisal shall be conducted as promptly as possible, using the process established in Appendix VI, (Guidelines for the Performance Appraisal of Permanent Regular Faculty Members) except as amended by Article 17.4 below.

17.4 Where an appraisal is conducted, the methods of appraisal shall consist of student questionnaires and a self appraisal. The student questionnaires will be invigilated by a person mutually agreed to between the Vice President or delegate and the Association. Institutional Research will tabulate the data and return copies of the questionnaires and the data summary to the Performance Support Committee. The results of the appraisal will be used by the Performance Support Committee for the purpose of their problem solving discussions under Article 17.2, and shall not be used for any other purpose.

17.5 The Performance Support Committee shall determine if a plan of action is necessary, and if so shall endeavour to agree upon a plan of action to remedy the concerns and a timeline for completion of that plan. This stage shall not last more than 5 duty days but may be extended with the mutual agreement of the parties. If agreement is reached, it shall be in writing and signed by all members of the Performance Support Committee. If agreement cannot be reached on the terms of the action plan, or if the action plan does not remedy the performance concerns, the matter shall be referred to a Performance Review Committee.

Step 2: Performance Review Committee

17.6 The Performance Review Committee shall consist of the nominee of the appropriate Vice President, as chair, a faculty member from the same or related area chosen by the faculty member being reviewed, a faculty member from outside the department or area named by the Association and a faculty member from the same or related area elected by the members of the department or area by secret ballot. The

Performance Review Committee shall not include a person who intends to make a submission to the Performance Review Committee.

- 17.7 The Vice President or delegate shall provide the Performance Review Committee with a summary of the performance concern(s) discussed by the Performance Support Committee, a copy of any action plan that was prepared under Article 17.5, and the outcome of such action plan. The summary will also be distributed to the members of the Performance Support Committee.
- 17.8 The Performance Review Committee shall conduct a summative evaluation of the faculty member's performance. The Performance Review Committee shall solicit and receive written and signed submissions from the faculty member concerned and from others who have observed the faculty member's performance. Where instructional competence is the concern, each member of the Performance Review Committee shall make at least one independent observation of the performance of the faculty member concerned. Two of the independent observations shall be unannounced and the remainder with 3 duty days' notice. There shall be a minimum of 4 observations in total.
- 17.9 To ensure impartiality, consistency and confidentiality, all submissions, classroom observations, reports and minutes of Performance Review Committee meetings, etc. shall be placed in an Evaluation File together with the materials described in Article 17.7. The Evaluation File shall not contain any other written submission or report predating the formation of the Performance Review Committee. Only the faculty member concerned and the members of the Performance Review Committee shall have access to the Evaluation File during the proceedings of the Performance Review Committee. The faculty member shall be given the opportunity to respond to any submissions contained in the Evaluation File and any such responses shall be included therein.
- 17.10 All discussions and information pertaining to the proceedings of the Performance Review Committee shall be held in the strictest confidence.
- 17.11 The Performance Review Committee shall submit a report of its findings, without recommendation, to the appropriate Vice President within 2 months of being officially constituted. This time period may be adjusted with the mutual agreement of the College and the Association.
- 17.12 The report of the Performance Review Committee shall be based only upon the materials in the Evaluation File and upon the criteria for evaluation described in

Appendix VII (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members).

- 17.13 The Performance Review Committee shall also consider any extenuating circumstances relating to the concerns which may have affected the performance of the faculty member.
- 17.14 The faculty member concerned shall receive a copy of the report of the Performance Review Committee duly signed by all members at least 10 working days in advance of its formal submission to the appropriate Vice President to allow the faculty member concerned the opportunity to make a written response to the Performance Review Committee. Any written response shall be included in the Evaluation File.
- 17.15 The report(s) of the Performance Review Committee shall be included in the Evaluation File of the faculty member concerned. The contents of the Evaluation File shall be included in the official Personnel File of the faculty member and shall be considered by the College President in determining an appropriate course of action.

## **18 DISCIPLINE, SUSPENSION AND DISMISSAL**

- 18.1 The Association acknowledges the right of the College to discipline, suspend or dismiss faculty members for just cause.
  - 18.1.1 The College shall advise the faculty member and the Association in advance that a meeting is intended to be disciplinary or has the potential for discipline and will advise the faculty member of their right to have a witness or a Steward present. Where a meeting, without notice, becomes a disciplinary meeting, the College will inform the faculty member of their right to temporarily adjourn the meeting and to arrange for a witness or a Steward of the Association to be present.

### **18.2 Unsatisfactory Performance**

- 18.2.1 Suspension or dismissal of a regular faculty member for unsatisfactory performance can be justified only when adequate alerting and guidance to the necessary improvement have failed to result in a satisfactory level of service.
- 18.2.2 Suspension or dismissal shall only occur after the appropriate Vice President has obtained a report from a performance review committee pursuant to Article 17, (Performance Review of Permanent Regular Faculty Members).

### **18.3 Suspension**

- 18.3.1 In accordance with the *College and Institute Act*, the President may suspend a faculty member for just cause.
- 18.3.2 Prior to exercising the power of suspension, the President shall inform both the faculty member concerned and the Association, in writing, giving the reasons for the suspensions and shall immediately report the action to the College Board.

#### **18.4 Dismissal**

- 18.4.1 The College may dismiss a faculty member for just cause.
- 18.4.2 At the time of a dismissal, the President shall inform both the faculty member concerned and the Association in writing, giving the reasons for the dismissal.

#### **18.5 Appeal of Suspension and Dismissal**

- 18.5.1 The faculty member, in accordance with the *College and Institute Act*, may appeal the suspension or dismissal to the College Board.
- 18.5.2 The College may pay salary to a faculty member and continue benefit coverage during a period of suspension. Upon being suspended without pay, the faculty member may immediately exercise the option of continuing medical and insurance benefits by payment of the necessary premiums, both faculty member and employer shares.
- 18.5.3 A faculty member who alleges wrongful suspension or dismissal shall be entitled to have such grievance settled in accordance with Article 12.7, (Suspension or Dismissal).

### **19 PERSONNEL FILES**

- 19.1 There shall be one official Personnel File maintained in **People Services** for every regular, term and auxiliary faculty member.
- 19.2 Personnel Files will be kept confidential and access will be limited to the College President or delegate, the **People Services** employees, appropriate Vice Presidents or their respective designates who are not members of the Association acting on their behalf. The College shall not release information contained in a faculty member's Personnel File to unauthorized individuals without the written consent of the faculty member concerned.
- 19.3 During normal working hours and in the presence of an excluded employee of **People Services**, every faculty member has the right of access to their Personnel File alone, or accompanied by a **steward**, or to **authorize a steward to access their file**. Upon request, the faculty member is entitled to a copy of any material in the Personnel File.
- 19.4 The faculty member shall be provided, at the time of filing, with a copy of each document that is to be placed in the faculty member's Personnel File. Each document shall be filed within a reasonable period of time after the occurrence of the incident giving rise to the document.
  - 19.4.1 Each such document directed to the official Personnel File which constitutes disciplinary action or might be the basis of disciplinary action shall be signed by the faculty member as evidence that a copy has been received. The faculty member's signature does not indicate agreement with the contents of the document.

- 19.4.2 Refusal on the part of the faculty member to sign such documents shall not preclude their placement in the Personnel File. In the event of such refusal, the College shall provide the Association with a copy of the document and the Association shall acknowledge receipt.
- 19.4.3 The appropriate Vice President or delegate shall inform the faculty member that such material is to be placed in the Personnel File and the faculty member is entitled to respond, in writing, to documents placed in the Personnel File at the time of filing.
- 19.4.4 The faculty member's written response shall be made within a reasonable period after the document has been filed and shall also be placed in the faculty member's Personnel File.
- 19.5 A faculty member who disputes any entry on their Personnel File shall be entitled to recourse through the grievance procedure and the eventual resolution shall become part of their Personnel File.

Notwithstanding the forgoing and upon written request of the faculty member to the **Associate Director of People Relations, People Services**, any such disputed disciplinary document shall be removed from their Personnel File after the expiration of 24 months from the date it was issued provided there has not been a further infraction of a similar nature. A grievance related to the document does not need to be filed and resolved for such removal to occur after the expiration of the twenty-four (24) month period, however, if a grievance has been filed, no removal shall occur unless through eventual resolution of the grievance.

## **20 TEMPORARY TRANSFERS AND SECONDMENTS**

- 20.1. Faculty members who have accepted an offer of temporary transfer/secondment outside of the bargaining unit shall be, for the period of transfer/secondment, as a minimum, under the terms and conditions of this Agreement except as specified herein.
- 20.2 The hours of work may vary from those specified in this Agreement.
- 20.3 Faculty members on transfer/secondment shall, upon their return, be entitled to return to the same position within the bargaining unit that they would have held had the transfer/secondment not occurred.
- 20.4 In the event of faculty member reduction , the transferred/seconded faculty member shall be covered by the provisions of Article 11, (Reduction, Recall and Severance Pay).

## **21 RETURN FROM ADMINISTRATIVE POSITION**

Regular faculty members who have filled administrative positions in the College outside the scope of this Agreement shall, at their discretion or the discretion of the College, upon completion of a maximum of 2 years in the administrative position, have the option of returning to their former instructional assignment if that assignment is



still available, or to another instructional assignment. Such return shall be subject to 4 months notice by either party. Upon their return to such instructional assignments, duty time worked in the administrative position(s) shall be considered as if they had been regular faculty members.

## **22 RETIREMENT**

Faculty members shall retire in accordance with the provisions of the *Public Sector Pension Plans Act*. Faculty members' dates of retirement shall coincide with the end of the College year, the College term or the working assignment. Arrangements for retirement must be concluded by the faculty members with the appropriate Vice President at least 6 months in advance of the applicable retirement date.

## **23 RETIREMENT INCENTIVE**

**23.1** In each fiscal year during the life of the **2022-2025** collective agreement, the College shall make available to eligible faculty members five (5) full-time equivalent retirement incentives. The College may offer to a faculty member or a faculty member may request a retirement incentive as described herein, provided the faculty member meets the eligibility criteria set out below. The Association shall be advised in writing of any retirement incentive offer made to a faculty member.

### **23.2 Eligibility**

A faculty member who possesses the following qualifications shall be eligible for a retirement incentive:

- a) is a permanent regular faculty member at the time of retirement;
- b) is eligible for a pension under the College Pension Plan;
- c) has a minimum of 10 years contributory service under the Public Sector Pension Plans Act or as a permanent regular faculty member with the College;
- d) is on **Step 2 or Step 1** of the salary scale; and
- e) resigns for the purpose of retirement.

### **23.3 Selection Criteria**

In considering applications for a retirement incentive from eligible faculty, should the College determine it will be unable to offer an incentive to all who have applied, applicants with the greater combination of age and seniority shall be given preference.

### **23.4 Application and Agreement**

#### **23.4.1 Application Timeline**

- a) On or about October 1 of each fiscal year, the College will issue a call out to faculty members interested in voluntarily applying as described in a "letter of interest" sent to

eligible employees. A faculty member who wishes to be considered for a retirement incentive shall do so in keeping with the procedures and dates described in the College's "letter of interest" sent to eligible faculty members. Applications received from eligible employees will be considered a standing application for the following 12 month period.

b) After November 15<sup>th</sup>, applications will be processed and ranked jointly by the Parties using the criteria and calculations set out in 22.4.2 below.

c) By or on December 15<sup>th</sup>, a total of five (5) FTE Retirement Incentive offers will be made to qualified applicants in rank-order.

d) By or about January 15<sup>th</sup>, faculty members must either accept or decline Retirement incentive offers. A faculty member has the right to accept or decline a retirement incentive offer made by the College within the 30 days of the offer being proposed unless that period is extended or reduced by mutual agreement. No response from a faculty member offered an incentive by the deadline set out in the offer will be deemed to be a decline.

e) Should the quantity of initial Incentives accepted fall below five (5) FTEs, then in rank order, subsequent offers shall be made to those qualified applicants who did not previously receive an offer to the total maximum of five (5) FTE offers. Such subsequent offers must be accepted or declined within five (5) duty days. No response to an offer within the five (5) duty days will be deemed to be a decline.

f) Faculty members accepting an offer will retire on March 31<sup>st</sup>, the end of the fiscal year. All earned vacation entitlements shall be utilized prior to the date of retirement. In extenuating circumstances, a faculty member's retirement date may be altered to a date mutually agreed upon between the faculty member and the College.

g) Confirmation of the individual retirement incentive agreement shall be in writing and shall specify the retirement date, the specific dollar amount of the incentive and the payment date. The Association shall be copied on all such correspondence.

#### **23.4.2 Criteria and Calculations**

a) Should the College determine it will be unable to offer an incentive to all who have applied as set out above, applications will be ranked according to the applicant with greater combination of age and seniority as of the end of the previous fiscal year in question.

b) Seniority will be based on the seniority list that is distributed as of April 1 of the current fiscal year.

c) Both seniority and age shall be denominated in years rounded to the second decimal.

d) The applicants' seniority total, as described above in (a), (b), and (c), shall be divided by 261 to determine seniority in years.

e) The applicants' age, as described in (a), shall be the number of full-years plus the number of days between ones' birthdate and April 1. Days shall be expressed as a decimal fraction of a year where the number of days is divided by 365. (examples: (1) faculty member is 62 with March 1 birthday, age is  $62 + 31/365 = 62.08$  (2) faculty member is 62 with May 1 birthday, age is  $62 + 335/365 = 62.92$ ).

f) All ages and seniority numbers shall be as on file in the applicants' personnel file or as documented by VCC.

g) Application is voluntary.

### **23.5 Retirement Incentive Amount**

The amount of a full-time equivalent retirement incentive shall be \$45,000, less deductions required by law. This amount shall be prorated for eligible part-time faculty members, based on the percentage of the faculty member's part-time regular appointment.

The College will structure each incentive payment in accordance with the retiring faculty member's lawful instructions, subject to the College's statutory obligations.

### **23.6 Protection of Medical Benefit Coverage**

Retiring faculty members not immediately commencing receipt of a College pension may elect to continue their Extended Health and Dental benefit coverage\* through the College during the period preceding receipt of pension, but in any event, not longer than 5 years following retirement, provided that:

- i) written notification of the intent to continue these benefits is provided to **People Services** 6 weeks prior to date of early retirement;
- ii) the individual maintains B.C. residency; and
- iii) the participant prepays all premium costs.

\* Coverage for retirees will be under a separate group at a reduced level and may be subject to a higher premium.

### **23.7 Financial Counselling**

Each faculty member who is offered a retirement incentive is entitled to receive personal financial counselling conducted by a firm of qualified financial consultants selected by the College. A lifetime total of 3 hours of consultation is available and the fees for such consultation(s) will be paid by the College. After obtaining the necessary Certificate of Entitlement from **People Services**, each faculty member will be free to schedule these consultations in whatever manner is most beneficial or convenient to that faculty member.

In addition, each faculty member who is offered a retirement incentive is eligible to attend one of several College-sponsored pre-retirement planning workshops held annually.

## **24 HUMAN RIGHTS CODE**

**24.1** The College and the Association agree that the provisions of section 13 (Discrimination in Employment) of the *Human Rights Code* of British Columbia apply as though in, and forming part of, this Agreement.

**24.2** **As of the date of printing, the prohibited grounds of discrimination under the *Human Rights Code of British Columbia [RSBC 1996 c. 210]* are Indigenous identity, race, colour, ancestry, place or origin, political belief, religion, martial status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age of that person, or because that person has been convicted or summary conviction offence that is unrelated to the employment or to the intended employment of that person.**

**24.3** Further, the parties agree that there shall be no discrimination **for** participation in the Association, or participation in community or political affairs.

## **25 SEXUAL AND PERSONAL HARASSMENT**

(See also Common Agreement, Article 2)

**25.1** The parties agree that the College will follow the procedures in Articles 2.3 to 2.6 inclusive of the Common Agreement for all harassment complaints defined under Article **24**, (Human Rights), in respect of personal harassment. Faculty members are encouraged to make use of the services and processes available within the College to informally resolve complaints. It is acknowledged that the use of informal services and processes within the College is voluntary.

**25.2** The procedures in Article 2, (Harassment of the Common Agreement), do not restrict:

a) the Employer's right to take disciplinary action; and

b) the Association's right to grieve such disciplinary action or to grieve an alleged violation of this Article.

**25.3** The College shall provide all faculty members a work environment free from sexual and personal harassment. Faculty members have the right to be free from sexual and personal harassment.

**25.4** As part of its commitment to providing an environment free of sexual and personal harassment, the College will provide the opportunity for all new and existing term and regular faculty members to complete harassment training as part of their assigned duty. All faculty members are expected to complete this training. Failure to

complete this training will not be advanced as a defence to a complaint of harassment filed against the faculty member.

25.5 Notwithstanding the definition(s) of harassment that may from time to time appear in the College policy, for the purposes of this Article, sexual harassment is defined as follows:

- unwanted sexual attention made by a person who knows or ought reasonably to know that such attention is unwanted;
- unwanted physical contact such as touching, patting, pinching or punching;
- implied or expressed promise of reward for complying with a sexually oriented request;
- implied or expressed threat of reprisal, in the form either of actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request;
- the display of pornographic material; or
- remarks or behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work and study.

25.6 Notwithstanding the definition(s) of harassment that may from time to time appear in the College policy, for the purposes of this Article, personal harassment is defined as follows:

- physical threat, intimidation or assault or unwelcome physical contact such as touching, patting, pinching and punching;
- unwelcome behaviour or comment that is directed at, or offensive to any faculty member that demeans, belittles, causes personal humiliation or embarrassment to that faculty member or any faculty members;
- implied or expressed promise of reward or threat of reprisal or the denial of opportunity for refusal to comply with a request which is unrelated to a faculty member's assigned duties; or
- the improper use of power and authority inherent in the position held, to endanger a faculty member's position, threaten the economic livelihood of the faculty member or in any way interfere with or influence the career of such faculty member.

## **26 PERSONAL HEALTH AND SAFETY**

26.1 No faculty member shall be disciplined or suffer a loss in pay for refusing to perform an assigned duty where the refusal is based on a reasonable apprehension of danger for the faculty member's personal health and safety.

26.1.1 Where the faculty member has refused to perform an assigned duty because of a reasonable concern for their health and safety, the concern or situation shall be investigated and resolved by:

a) the faculty member and the faculty member's Dean or Director, or if the matter cannot be resolved to the satisfaction of the faculty member,

b) the faculty member's representative on the appropriate Occupational Health and Safety Committee and the Occupational Health and Safety Coordinator, or

c) the Occupational Health and Safety Coordinator and such regulatory inspectors as are deemed necessary.

26.2 The College shall make all reasonable provision for the occupational health and safety of faculty members.

Faculty members have the right to be informed of any known risk to their health and safety.

Faculty members have the right to know when they are exposed to a risk of violence in the work place. The employer shall inform faculty members of risk from persons known to have a history of violent behaviour and whom faculty members are likely to encounter in the course of their work.

Faculty members have the right to remove themselves from any situation, if they have reasonable grounds to believe there is an immediate threat of violence to themselves until a risk assessment is completed in accordance with the WCB regulations.

A faculty member who takes action as outlined above, must report the fact to the appropriate supervisor as soon as possible, along with relevant details. The College shall investigate without delay and take remedial action or conduct a risk assessment in accordance with WCB regulations or inform the faculty member that the work is not unsafe within the guidelines set out in the *Workers' Compensation Act*.

Note: On the matters outlined above, the *Workers' Compensation Act* contains a right to appeal a decision of the employer to the WCB.

### **26.3 Industrial First Aid Certificate**

26.3.1 Where the College requires faculty members to obtain, renew or upgrade Industrial First Aid Certificates, any fees, tuition or costs of course material shall be borne by the College and the faculty members shall be granted paid leave to take such training.

26.3.2 Where the College requires faculty members to be designated Industrial First Aid Attendants, the faculty member shall be paid a stipend in recognition of being a designated Attendant.

#### **26.4 Occupational Health and Safety Committee**

26.4.1 The College undertakes to establish and maintain an Occupational Health and Safety Committee at each campus in keeping with the *Occupational Health and Safety Regulations* of WorkSafeBC and to ensure that such Committee carries out all duties and responsibilities in accordance with said Regulations. The College will post the names, home campuses and telephone locals of the Committee members in a conspicuous place or places where they are likely to come to the attention of faculty members.

26.4.2 There shall be no less than 2 representatives of the Association at each campus on said Committee.

26.4.3 Any faculty member who serves as an Association representative on the Occupational Health and Safety Committee shall be granted paid leave for attending such meetings or matters arising from such meeting.

26.4.4 The College shall arrange appropriate training for members of the Occupational Health and Safety Committees. Where possible, such training shall be provided during normal working hours, with no loss of pay.

26.4.5 The Occupational Health and Safety Committee has the right to inspect health and safety conditions in accordance with the *Workers' Compensation Act* and to consult as may be necessary with persons who are professionally or technically qualified to advise the Committee on such matters. The Committee has the right to review employer records considered relevant to the health and safety concerns, exclusive of medical or Personnel Files.

26.4.5.1 The Committee shall be notified of each incident, complaint or concern regarding health and safety and shall investigate and report in writing on the nature and cause of each.

26.4.5.2 Both the Association and the College shall receive copies of any minutes, reports or correspondence pertaining to the Committee or its operation.

26.4.6 The Occupational Health and Safety Committee will post in each classroom notices regarding emergency procedures and phone numbers.

#### **26.5 Health and Safety Apparel and Equipment**

The College agrees to supply at no cost to the faculty all pieces of health and safety apparel and equipment required by WorkSafeBC.

## **26.6 Working Alone or in Isolation Procedures**

The College will ensure that a current copy of its Working Alone or in Isolation Procedures is provided to each current and new faculty member. The College will make training available regarding such Procedures.

## **27 OFFICE SPACE**

The College acknowledges that there is a need for additional office space for faculty members and will make a reasonable effort to provide such space in any future expansion of the College facilities or their annexes.

## **28 LIABILITY INSURANCE**

28.1 The College shall maintain, for its own benefit and, to the extent it does so, for the benefit of the Association and its members:

a) the College's Self-Insured Comprehensive General Liability Coverage under the University, College and Institute Protection Program, including the extension of general liability coverage thereunder to administrators, faculty or other employees to the extent liability arises from activities in connection with the College; or

b) such similar general liability insurance as it may obtain from time to time.

28.2 To the extent that such coverage is available, the College shall:

a) exempt and save harmless each current and former faculty member from any liability action arising from the proper performance of duties for the College; and

b) assume all costs, legal fees and other expenses arising from any such action.

## **29 RIGHTS OF EMPLOYER**

Any rights of the Employer which are not specifically mentioned in this Agreement and which are not contrary to its terms shall continue in full force and effect for the duration of this Agreement, always provided that such rights shall be exercised fairly, reasonably and in good faith.

## **30 CRIMINAL RECORDS CHECK**

30.1 The College will, only with the written authorization of the faculty member, notify the Association when the College has received notice that a criminal records check reveals that a faculty member has been charged with or convicted of a "relevant offence" under the *Criminal Records Review Act*.

30.2 When a criminal records check has the potential to negatively impact a faculty member's employment status, the College will advise the faculty member of their



right to Association representation, and further advise that the faculty member's written authorization is required to enable Association representation to deal with the potential negative impact on the faculty member's employment status.

IN WITNESS WHEREOF the Board of Vancouver Community College has caused the name and seal of Vancouver Community College to be affixed hereto in the presence of the Chair of the Vancouver Community College Board and the College President and the Association has caused these presents to be executed under the hands of its proper officers duly authorized in that behalf the day and year first written below.

SIGNED, SEALED AND DELIVERED  
BY THE ASSOCIATION, in the  
presence of:

THE NAME AND SEAL OF VANCOUVER  
COMMUNITY COLLEGE WAS  
HEREUNTO AFFIXED in the presence of:

\_\_\_\_\_  
President – Taryn Thomson

\_\_\_\_\_  
Board Chair – Joey Hartman

\_\_\_\_\_  
Chair – Frank Cosco

\_\_\_\_\_  
College President – Ajay Patel

\_\_\_\_\_  
Negotiator – John Demeulemeester

\_\_\_\_\_  
Lead Negotiator – Scott Boogemans

\_\_\_\_\_  
Negotiator – Karen Brooke

\_\_\_\_\_  
Negotiator – Maynard Witvoet

\_\_\_\_\_  
Negotiator – Nahid Ghani

\_\_\_\_\_  
Negotiator – Dennis Innes

\_\_\_\_\_  
Negotiator – Alison Woods

\_\_\_\_\_  
Negotiator – Jo-Ellen Zakoor

\_\_\_\_\_  
Negotiator – Lorraine Rehnby

\_\_\_\_\_  
Negotiator – Shirley Lew

\_\_\_\_\_  
FPSE Representative – Weldon Cowan

\_\_\_\_\_  
Negotiator – Ekjot Sangha

\_\_\_\_\_  
Negotiator – Vion Rizzardo

\_\_\_\_\_  
Negotiator – Shannon Thibault

\_\_\_\_\_  
Chair, PSEA Board of Directors  
Doug Campbell

**Original copy signed on September 4, 2024**

This \_\_\_ day of \_\_\_\_\_, 2024 in the City of Vancouver in the Province of British Columbia.

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**APPENDIX I – SALARY SCHEDULE**  
**SALARY SCHEDULES APRIL 1, 2022 THROUGH MARCH 31, 2025**

Step	Annual Salary	Regular Bi-Weekly Rate = Annual Salary ÷ 26.1 Pay Periods	Regular Hourly Rate = Annual ÷ 261 days ÷ 5 hours	Term Daily Rate = Annual ÷ 200 days	Term Hourly Rate = Annual ÷ 200 days ÷ 5 hours
<b>April 1, 2022 to March 31, 2023</b>					
1	\$102,655	\$3,933.14	\$78.66	\$513.28	\$102.66
2	\$96,195	\$3,685.63	\$73.71	\$480.98	\$96.20
3	\$89,635	\$3,434.29	\$68.69	\$448.18	\$89.64
4	\$85,990	\$3,294.64	\$65.89	\$429.95	\$85.99
5	\$82,854	\$3,174.48	\$63.49	\$414.27	\$82.85
6	\$79,725	\$3,054.60	\$61.09	\$398.63	\$79.73
7	\$76,590	\$2,934.48	\$58.69	\$382.95	\$76.59
8	\$73,459	\$2,814.52	\$56.29	\$367.30	\$73.46
9	\$70,326	\$2,694.48	\$53.89	\$351.63	\$70.33
10	\$67,192	\$2,574.41	\$51.49	\$335.96	\$67.19
11	\$64,061	\$2,454.44	\$49.09	\$320.31	\$64.06
<b>April 1, 2023 to March 31, 2024</b>					
1	\$109,584	\$4,198.62	\$83.97	\$547.92	\$109.58
2	\$102,688	\$3,934.41	\$78.69	\$513.44	\$102.69
3	\$95,685	\$3,666.09	\$73.32	\$478.43	\$95.69
4	\$91,794	\$3,517.01	\$70.34	\$458.97	\$91.79
5	\$88,447	\$3,388.77	\$67.78	\$442.24	\$88.45
6	\$85,106	\$3,260.77	\$65.22	\$425.53	\$85.11
7	\$81,760	\$3,132.57	\$62.65	\$408.80	\$81.76
8	\$78,417	\$3,004.48	\$60.09	\$392.09	\$78.42
9	\$75,073	\$2,876.36	\$57.53	\$375.37	\$75.07
10	\$71,727	\$2,748.16	\$54.96	\$358.64	\$71.73
11	\$68,385	\$2,620.11	\$52.40	\$341.93	\$68.39

## Appendix I – Salary Schedule

Step	Annual Salary	Regular Bi-Weekly Rate = Annual Salary ÷ 26.1	Regular Hourly Rate = Annual ÷ 261 days ÷ 5 hours	Term Daily Rate = Annual ÷ 200 days	Term Hourly Rate = Annual ÷ 200 days ÷ 5 hours
<b>April 1, 2024 to March 31, 2025</b>					
1	\$112,872	\$4,324.60	\$86.49	\$564.36	\$112.87
2	\$105,769	\$4,052.45	\$81.05	\$528.85	\$105.77
3	\$98,556	\$3,776.09	\$75.52	\$492.78	\$98.56
4	\$94,548	\$3,622.53	\$72.45	\$472.74	\$94.55
5	\$91,100	\$3,490.42	\$69.81	\$455.50	\$91.10
6	\$87,659	\$3,358.58	\$67.17	\$438.30	\$87.66
7	\$84,213	\$3,226.55	\$64.53	\$421.07	\$84.21
8	\$80,770	\$3,094.64	\$61.89	\$403.85	\$80.77
9	\$77,325	\$2,962.64	\$59.25	\$386.63	\$77.33
10	\$73,879	\$2,830.61	\$56.61	\$369.40	\$73.88
11	\$70,437	\$2,698.74	\$53.97	\$352.19	\$70.44

**Notes:**

1. The College agrees to pay all faculty members bi-weekly. All faculty members shall be paid by direct deposit.
2. **Regular Faculty Rates (regular and annual term):**
  - a) Bi-weekly Rate = Annual Salary ÷ 26.1 **Pay Periods**
  - b) **Hourly Rate = Annual Salary ÷ 261 days ÷ 5 hours per day**
3. **Term Faculty Rates (auxiliary and term):**
  - a) **Term Daily Rate = Annual Salary ÷ 200 days**
  - b) **Term Hourly Rate = Annual Salary ÷ 200 days ÷ 5 hours per day**
4. Effective **April 01, 2022**, all **annual salary scales** in the collective agreement which were in effect on March 31, **2022** shall **have each step increased by \$455**. **The resulting rates of pay will then be increased by a further 3.24%**. The new rates shall be rounded to the nearest whole cent or dollar as applicable.
5. Effective April **01, 2023** all **salary scales** in the collective agreement which were in effect on March 31, **2023** shall be increased by **6.75%**. The new rates **of pay shall** be rounded to the nearest whole cent or dollar as applicable. **(Note: This increase includes the COLA amount of 1.25% in addition to the 5.5% general increase.)**
6. Effective April **01, 2024** all **salary scales** in the collective agreement which were in effect on March 31, **2024** shall be increased by **3%**. The new rates **shall** be rounded to the nearest whole cent or dollar as applicable. **(Note: This increase includes the COLA amount of 1% in addition to the 2% general increase.)**

*Appendix I – Salary Schedule*

7. When the College implemented biweekly payroll in 2013, the College provided each faculty member who was employed at that time with a one-time advance equal to one week's wages ("the Advance"), to allow for the implementation of a five-day processing lag and the transition from semi-monthly to a bi-weekly pay system. The parties have agreed that the Advance shall not bear interest. A faculty member who received an Advance may elect to repay the amount of the advance at any time. If the full amount of the Advance has not been repaid in full by the time when the faculty member's employment with the College ends, the outstanding amount of the Advance will be deducted from the final wages owed to the faculty member.

## Appendix I – Salary Schedule

<b>Department Leader Allowance</b>	<b>Annual</b>	<b>Bi-Weekly</b>
<b>April 1, 2022 to March 31, 2023</b>		
Instructional Associate	\$7,929.00	\$303.79
Department Head	\$3,632.00	\$139.16
Assistant Department Head and Coordinator II	\$2,336.00	\$89.50
Coordinator I	\$1,162.00	\$44.52
<b>April 1, 2023 to March 31, 2024*</b>		
Instructional Associate	\$8,464.00	\$324.29
Department Head	\$3,877.00	\$148.54
Assistant Department Head and Coordinator II	\$2,494.00	\$95.56
Coordinator I	\$1,240.00	\$47.51
<b>April 1, 2024 to March 31, 2025*</b>		
Instructional Associate	\$8,718.00	\$334.02
Department Head	\$3,993.00	\$152.99
Assistant Department Head and Coordinator II	\$2,569.00	\$98.43
Coordinator I	\$1,277.00	\$48.93

\*These rates have been adjusted pursuant to Appendix XXXIII Cost of Living Adjustment.

## APPENDIX II AREAS & AREA HIRING QUALIFICATIONS

### Part A – Areas

Note: The Areas listed in **Part A** are current as of **April 30, 2024**.

Instructional Service Departments	
Departments	Areas
Counselling Services	<ul style="list-style-type: none"> <li>Counselling</li> </ul>
Disability Services	<ul style="list-style-type: none"> <li>Disability Counsellor</li> </ul>

Library, Teaching & Learning Services	
Departments	Areas
Learning Centre	<ul style="list-style-type: none"> <li>Learning Centre</li> </ul>
Library Services	<ul style="list-style-type: none"> <li>Library Public Services</li> <li>Library Systems</li> <li>Library Technical Services</li> </ul>

School of Instructor Education	
Departments	Areas
Instructor Education	<ul style="list-style-type: none"> <li>Instructor Education</li> </ul>

School of Arts & Science	
Departments	Areas
American Sign Language (ASL) & Deaf Studies	<ul style="list-style-type: none"> <li>American Sign Language (ASL) &amp; Deaf Studies</li> <li><b>Advanced Levels (8-10)</b></li> <li>Becoming an Ally &amp; Public Speaking-English</li> <li>ASL - Prep, Basic and Advanced Levels</li> <li>Online American Sign Language (ASL)</li> <li><b>ASL &amp; Lab</b></li> <li><b>Deaf Culture Community</b></li> </ul>
<b>ABE Fundamentals</b>	<ul style="list-style-type: none"> <li><b>ABE Fundamentals</b></li> </ul>



Appendix II – Areas & Area Hiring Qualifications

College & Career Access	<ul style="list-style-type: none"> <li>• Access to Careers &amp; Education (ACE) Program</li> <li>• Adult Basic Education (ABE) Computer Lab</li> <li>• Adult Basic Education (ABE) Youth</li> <li>• English &amp; Social Sciences</li> <li>• Math &amp; Science</li> </ul>
Community & Career Education	<ul style="list-style-type: none"> <li>• Food Service Careers</li> <li>• General Skills CACE (Community And Career Education)</li> <li>• Retail &amp; Hospitality Careers</li> </ul>
Deaf & Hard of Hearing	<ul style="list-style-type: none"> <li>• American Sign Language (ASL)</li> <li>• English and Numeracy Upgrading</li> <li>• Job Readiness Program</li> <li>• Speechreading / Communication Skills</li> </ul>
English as an Additional Language	<ul style="list-style-type: none"> <li>• English as an Additional Language (EAL)</li> <li>• English as an Additional Language (EAL) – University Transfer (UT)</li> <li>• Teaching English as a Second Language (TESOL)</li> </ul>
Humanities	<ul style="list-style-type: none"> <li>• Economics</li> <li>• Economics – University Transfer (UT)</li> <li>• English Literature / Reading &amp; Study Skills / Writing Skills</li> <li>• English – University Transfer (UT)</li> <li>• First Nations Indigenous Studies (UT)</li> <li>• Geography – University Transfer (UT)</li> <li>• Law</li> <li>• Psychology</li> <li>• Psychology – University Transfer (UT)</li> <li>• Sociology – University Transfer (UT)</li> </ul>
Language Instruction for Newcomers to Canada (LINC)	<ul style="list-style-type: none"> <li>• English as an Additional Language (EAL)</li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mathematics – University Transfer (UT)</li> </ul>
Music	<ul style="list-style-type: none"> <li>• Academic – Bachelor of Applied Music</li> <li>• Academic – Dance Diploma</li> <li>• Academic – Music Diploma</li> <li>• Ensembles – Bachelor of Applied Music</li> <li>• Ensembles – Music Diploma</li> <li>• Entrepreneurial Skills for Dance</li> <li>• Individual Instruction (Instrument/Vocal) – Bachelor of Applied Music</li> <li>• Individual Instruction (Instrument/Vocal) – Music Diploma</li> <li>• Orff Teacher Training</li> <li>• Skills – Bachelor of Applied Music</li> <li>• Skills – Dance Diploma</li> <li>• Skills – Music Diploma</li> </ul>

Appendix II – Areas & Area Hiring Qualifications

Science	<ul style="list-style-type: none"> <li>• Anatomy &amp; Physiology – University Transfer (UT)</li> <li>• <b>Biology, Chemistry, Physics</b></li> <li>• Biology – University Transfer (UT)</li> <li>• Chemistry – University Transfer (UT)</li> <li>• Computer Programming - University Transfer (UT)</li> <li>• Engineering Analysis</li> <li>• Engineering – University Transfer (UT)</li> <li>• Engineering – University Transfer (UT) (SCIE 1151)</li> <li>• <b>Engineering – University Transfer (UT) (SCIE 1100)</b></li> <li>• <b>Engineering Analysis</b></li> <li>• Physics – University Transfer (UT)</li> <li>• Virtual Reality /Augmented Reality – Asset Creation (UT)</li> <li>• Virtual Reality /Augmented Reality – Game Engines (UT)</li> <li>• <b>Virtual Reality/Augmented Reality – Industry Practicum</b></li> </ul>
Visually Impaired	<ul style="list-style-type: none"> <li>• Program for the Visually Impaired</li> </ul>

School of Health Sciences	
Departments	Areas
Allied Health	<ul style="list-style-type: none"> <li>• Aboriginal Health Science</li> <li>• Autopsy Technician</li> <li>• Pre-Health Sciences</li> </ul>
Bachelor of Science in Nursing	<ul style="list-style-type: none"> <li>• Baccalaureate Nursing</li> <li>• Baccalaureate Nursing Clinical</li> <li>• Baccalaureate Nursing Health Law</li> <li>• Basic Medical Terminology</li> <li>• Pathophysiology</li> <li>• Professional Communication</li> </ul>
Certified Dental Assisting / Dental Reception Coordinator	<ul style="list-style-type: none"> <li>• Certified Dental Assisting</li> <li>• Certified Dental Assisting (Distance Delivery)</li> <li>• Dental Hygiene</li> <li>• Dental Reception Coordinator</li> </ul>
Continuing Care	<ul style="list-style-type: none"> <li>• Acute Care Skills</li> <li>• Health Care Assistant</li> </ul>

Dental Hygiene	<ul style="list-style-type: none"> <li>• Behavioural and Biomedical Sciences</li> <li>• Clinical Dentistry</li> <li>• Dental Hygiene</li> <li>• Dental Hygiene Distributed Learning</li> </ul>
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Appendix II – Areas & Area Hiring Qualifications

Dental Technology	<ul style="list-style-type: none"> <li>• Biological Sciences</li> <li>• Business Management for Dental Programs</li> <li>• Clinical Dentistry</li> <li>• Dental Technician</li> <li>• Denturist</li> <li>• Digital Dental Technology</li> </ul>
Health Sciences Simulation	<ul style="list-style-type: none"> <li>• Health Sciences Simulation</li> </ul>
Health Unit Coordinator	<ul style="list-style-type: none"> <li>• <b>Practicum</b></li> <li>• <b>Theory</b></li> </ul>
Medical Laboratory Assistant	<ul style="list-style-type: none"> <li>• <b>Electrocardiography</b></li> <li>• <b>Venipuncture</b></li> </ul>
Occupational Physical Therapist Assistant	<ul style="list-style-type: none"> <li>• <b>Occupational Therapy</b></li> <li>• <b>Physical Therapy</b></li> </ul>
Pharmacy Technician	<ul style="list-style-type: none"> <li>• <b>Pharmacy Technician</b></li> </ul>
Practical Nursing	<ul style="list-style-type: none"> <li>• Advanced Practice Licensed Practical Nurse</li> <li>• Practical Nursing</li> <li>• Practical Nursing Clinical</li> <li>• Professional Communication</li> </ul>

School of Hospitality, Food Studies & Applied Business	
Departments	Areas
Applied Business	<ul style="list-style-type: none"> <li>• Administrative for Administrative Assistant &amp; Executive Assistant</li> <li>• Bookkeeping &amp; Accounting for Administrative Assistant &amp; Executive Assistant</li> <li>• Clinical Procedures for Medical Office Assistant</li> <li>• Economics for Executive Assistant</li> <li>• Human Relations Skills for Medical Office Assistant and Medical Transcriptionist Programs</li> <li>• Legal for Legal Administrative Assistant &amp; Executive Assistant</li> <li>• Medical Billing for Medical Office Assistant</li> <li>• Medical Office Assistant</li> <li>• Medical Transcriptionist</li> <li>• Organizational Behaviour and Human Resources Management for Executive Assistant</li> </ul>

Appendix II – Areas & Area Hiring Qualifications

Asian Culinary Arts	<ul style="list-style-type: none"> <li>• Asian Culinary Arts</li> </ul>
Baking & Pastry Arts	<ul style="list-style-type: none"> <li>• Baking &amp; Pastry Arts</li> </ul>
<b>Business Technology</b>	<ul style="list-style-type: none"> <li>• <b>Accounting</b></li> <li>• <b>Accounting, Finance &amp; Math</b></li> <li>• <b>Management</b></li> <li>• <b>Marketing &amp; E-Commerce</b></li> <li>• <b>Marketing Technology – Non-Technical</b></li> <li>• <b>Marketing Technology – Technical</b></li> </ul>
Culinary Arts	<ul style="list-style-type: none"> <li>• Chefs</li> <li>• Restaurant Management</li> <li>• <b>Human Resources</b></li> <li>• <b>Menu Development and Cost Controls</b></li> <li>• <b>Nutrition</b></li> </ul>
Department of Business Management	<ul style="list-style-type: none"> <li>• Accounting, Finance and Math</li> <li>• Management</li> <li>• Marketing and E-Commerce</li> </ul>
Department of Project Management	<ul style="list-style-type: none"> <li>• Accounting, Finance and Math</li> <li>• Management</li> <li>• Marketing &amp; E-Commerce</li> <li>• Project Management</li> <li>• <b>Operations Management</b></li> </ul>
Hospitality Management	<ul style="list-style-type: none"> <li>• Food Service / Restaurant Management – Chefs</li> <li>• Food Service / Restaurant Management – Restaurant Management</li> <li>• Hospitality Management – Accounting</li> <li>• Hospitality Management – Business Communication/Public Speaking</li> <li>• Hospitality Management – Computer Application Software</li> <li>• Hospitality Management – Hotel Management</li> <li>• Hospitality Management – Human Resources Organizational Behaviour</li> <li>• Hospitality Management – Marketing / Law</li> <li>• Hospitality Management – Micro-Economics / Statistics</li> <li>• Bachelor of Hospitality Management – Business Operations</li> <li>• Bachelor of Hospitality Management – Finance and Economics</li> <li>• Bachelor of Hospitality Management – Human Resource Management, Labour Relations, Leadership and Career Development</li> <li>• Bachelor of Hospitality Management – Research Methods and Capstone</li> <li>• Bachelor of Hospitality Management – Sales and Marketing</li> <li>• <b>Post Degree Diploma</b></li> </ul>

Appendix II – Areas & Area Hiring Qualifications

School of Trades, Technology & Design	
Departments	Areas
Automotive Collision Repair	<ul style="list-style-type: none"> <li>• Automotive Collision</li> <li>• Automotive Refinishing / Preparation</li> <li>• Trades Communications</li> <li>• <b>Mechanical Subjects</b></li> </ul>
Automotive Service Technician	<ul style="list-style-type: none"> <li>• Automotive Service Technician</li> </ul>
Electronics Repair Technology	<ul style="list-style-type: none"> <li>• Electronics</li> <li>• Electronics Repair Technology</li> <li>• Lean Six Sigma</li> <li>• Mobile Devices Repair</li> <li>• Computer Hardware</li> <li>• Business &amp; Management</li> <li>• Appliance Repair</li> </ul>
Heavy Duty Commercial Transport	<ul style="list-style-type: none"> <li>• Heavy Duty</li> <li>• Trades Communication</li> </ul>
Computer Aided Design (CAD) & Building Information Modeling (BIM) Technologies	<ul style="list-style-type: none"> <li>• Architectural</li> <li>• CAD &amp; BIM Diploma</li> <li>• Civil / Structural Drafting</li> <li>• Mechanical Engineering Drafting</li> <li>• Steel Construction Modelling Technician</li> </ul>
Computer Systems Technology	<ul style="list-style-type: none"> <li>• Computer Systems Technology</li> </ul>
Digital Media Design	<ul style="list-style-type: none"> <li>• Print Design and Communications</li> <li>• Web Design</li> </ul>
Hair Design/Esthetics	<ul style="list-style-type: none"> <li>• Esthetics</li> <li>• Hair Design</li> </ul>
Jewellery Art & Design	<ul style="list-style-type: none"> <li>• Computer-Aided Design</li> <li>• Drawing &amp; Design</li> <li>• Gemmology</li> <li>• Jewellery Art &amp; Design</li> </ul>
Trades Success Centre	<ul style="list-style-type: none"> <li>• Trades Success Centre</li> </ul>

*Appendix II – Areas & Area Hiring Qualifications*

**Part B – Process for Revising Area Hiring Qualifications pursuant to Article 4.2.1**

1. The Dean/Director, a Department or both may initiate revisions to the hiring qualifications for an Area (Article 4.2.1) when the need arises.
2. The Dean/Director will advise **People Services**, the appropriate VP and the VCC Faculty Association (FA) of the recommended revisions.
3. The Dean/Director, the FA and **People Services** will meet to discuss the recommendation.
4. The Dean/Director and the FA will each hold a consultative meeting with the Department to discuss the intended revision and any potential implications.
5. Per Article 4.2.2, the revised hiring qualifications in any Area will not apply to:
  - a) Any existing permanent or probationary regular faculty members in that Area, or
  - b) Any term faculty members who have held appointments in that Area at one-half time or more for at least 190 duty days within a continuous 24 month period (or the equivalent amount of duty days for faculty members covered under Article 4.12.2).
6. The revised Area hiring qualifications will be documented as per the attached Form “New Area and Hiring Qualifications Established / Revised” and then submitted to the appropriate Vice President for approval. A list of faculty members who will **retain their right to be included in the area** by virtue of falling under Article 4.2.2 will be attached to the Form.
7. **People Services** will keep and maintain the original documentation and distribute copies to the Dean/Director, the Department and the FA, and place the revised information **in an accessible electronic location**.

**Part C – Process for Establishing New Areas and Hiring Qualifications pursuant to Article 4.2.1**

1. The Dean/Director or Department may initiate recommendations to establish a new Area and its hiring qualifications (Article 4.2.1). The Department Head must notify their Dean/Director of the Department’s recommendation to establish a new Area. The Dean/Director will consult with the faculty in a Department when initiating a recommendation to establish a new Area.
2. The Dean/Director will advise **People Services**, the appropriate VP and the VCC Faculty Association (FA) of the intent to establish a new Area.
3. The Dean/Director, the FA and **People Services** will meet to discuss the recommendation.

*Appendix II – Areas & Area Hiring Qualifications*

4. The Dean/Director and the FA will each hold a consultative meeting with the Department to discuss the creation of the new Area, its hiring qualifications and any potential implications.
5. The new Area and hiring qualifications will be documented and then submitted to the appropriate Vice President for approval per the attached Form “New Area and Hiring Qualifications Established / Revised”. For current faculty members affected by the establishment of the new Area, **People Services**, in consultation with the FA and the Dean/Director, will document the names of the faculty members **who retain their rights to be included in the new area pursuant to Article 4.2.2.**
6. **People Services** will keep and maintain the original documentation, distribute copies to the Dean/Director, Department and the FA, and place the information **in an accessible electronic location.**
7. The new Area shall be considered part of the Agreement’s Appendix II **Part A** Areas.

**NEW AREA & HIRING QUALIFICATIONS ESTABLISHED/REVISED**

Please check all that apply:

<b>New Area</b>	<b>New Department</b>	<b>Revised Title (Area)</b>	<b>Revised Title (Department)</b>	<b>Revised Qualifications</b>	<b>Transfer of Area</b>	<b>Eliminate Area</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School / Centre / Instructional Service Dept: \_\_\_\_\_

**Department:** \_\_\_\_\_  
(New/Current title) Revise To: \_\_\_\_\_

**Area:** \_\_\_\_\_  
(New/Current title) Revise To: \_\_\_\_\_

**Transfer of:** \_\_\_\_\_  
(Area) Move To: \_\_\_\_\_

Effective date: \_\_\_\_\_

Are you attaching a list of faculty members who are deemed to be in the new/revised area??   
 Yes  No

**Attach the *current* hiring qualifications and (if applicable) the *revised* hiring qualifications or the *new* hiring qualifications**

**I. DEPARTMENT**

Meeting held with Department Yes  Date: \_\_\_\_\_

Meeting held with Dean / Director Yes  Date: \_\_\_\_\_

\_\_\_\_\_  
**DEPARTMENT HEAD Name** **Signature**

**II. VCCFA:**

Consulted with Department regarding revisions Yes  Date: \_\_\_\_\_

\_\_\_\_\_  
**FACULTY ASSOCIATION Name** **Signature**

**III. DEAN / DIRECTOR:**

VCC confirms and recommends revisions to V.P. Yes  Date: \_\_\_\_\_

\_\_\_\_\_  
**DEAN / DIRECTOR Name** **Signature**

**IV. VICE PRESIDENT Approval** Date: \_\_\_\_\_

\_\_\_\_\_  
**VICE PRESIDENT Name** **Signature**



## APPENDIX III - PART A - SCHEDULE OF BENEFIT PARTICIPATION

	General (Statutory) Holidays	Annual Vacation	Sick Leave	Extended Health	Short Term Disability (STD)	Long Term Disability (LTD)	Group Life / Accidental Death and Dismemberment	Voluntary Life	Dental
Auxiliary	✓1	✓1	X	X	X	X	X	X	X
Term – Less than half-time	✓1	✓1	X	X6	X	X	X	X	X
Term – Half-time or more and one month or more in length	✓1	✓1	✓	✓2	✓4	✓4	✓4	✓5	✓4
Term – Half-time or more and one year in length	✓	✓	✓	✓2	✓4	✓4	✓4	✓5	✓4
Regular – Probationary or Permanent	✓	✓	✓	✓2	✓3	✓3	✓3	✓5	✓3

Legend: ✓ Eligible      X Not Eligible

Footnotes:

1 – Included in **rate of pay**

2 – Beginning of first day of the month coincident with or next following the faculty member's date of employment

3 – Mandatory on the first day of the month coincident with or next following the faculty member's date of employment

4 – Mandatory upon completion of 10 months of service in a consecutive 12 month period at half time or more

5 – Optional benefit, available only if covered under Group Life Benefits

6 – **Additional 4%** of salary in lieu of health and welfare benefit coverage

Canada Pension Plan, **Employment Insurance** and Workers' Compensation Benefits are available to all faculty members in accordance with statutory requirements

**APPENDIX III - PART B - SUMMARY OF BENEFITS DURING LEAVES**

This Appendix is intended as a quick reference. Further details may apply in certain situations. Ask the VCCFA Office or **People Services** for information or further details.

✓ Eligible    X Not Eligible	Seniority Accrual	Increment Accrual	Health, Dental & Life Insurance	Vacation Accrual	Sick Leave Accrual	STD/LTD	Pension Contributions
Paid Leaves <sup>1</sup>	✓	✓	✓	✓	✓	✓ <sup>2</sup>	✓
Maternity and Parental Leave for Regular Faculty members (Article 8.14)	✓	Up to 78 weeks	Up to 78 weeks	Up to 78 weeks	Up to 78 weeks	✓ <sup>2</sup>	✓ <sup>7</sup>
Maternity Leave, Parental Leave and Adoption Leave for Term and Part-Time Regular Faculty members (Appendix XX)	✓	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6</sup>	✓ <sup>6, 7</sup>
Parental Leave (Article 8.14.2) and Adoption Leave (Article 8.15)	✓	Up to 62 weeks	✓	✓	Up to 62 weeks	✓ <sup>2</sup>	✓ <sup>7</sup>
Renewal Leave (Article 8.11), and Professional Currency Leave (Article 8.20)	✓	X	✓	X	X	✓ <sup>2</sup>	✓ <sup>8</sup>
Association Business e.g. President Release	✓	✓	✓	✓	✓	✓ <sup>3</sup>	✓
Unpaid Leaves e.g. Political (Article 8.13) and Personal (Article 8.10)	✓	X Unless leave is 10 days or less	✓ <sup>3</sup>	X Unless leave is 15 days or less	X Unless leave is 15 days or less	✓ <sup>3</sup> Up to 2 months only	✓ <sup>8</sup>
Short-Term Disability (Article 7.10) and Payment of Benefit Premiums During Disability (7.12)	✓	✓ Only for first 60 days	✓	X	X	✓	✓ <sup>10</sup>
Long-Term Disability (Article 7.11) and Payment of Benefit Premiums During Disability (7.12)	✓	X	✓	X	X	✓	✓ <sup>10</sup>
Part-Time Leaves	✓	✓ <sup>4</sup>	✓ <sup>5</sup>	✓ <sup>4</sup>	✓ <sup>4</sup>	✓ <sup>2, 4</sup>	✓ <sup>4, 7</sup>
Deferred Salary Leave (Article 7.13 of the Common Agreement)	✓	✓	✓	✓	✓	✓ <sup>2</sup>	✓ <sup>9</sup>
Compassionate Care Leave (Article 8.6)	✓	✓ up to 27 weeks	✓ up to 27 weeks	✓ up to 27 weeks	✓ up to 27 weeks	✓ <sup>2</sup>	✓ <sup>2</sup>

**Footnotes:**

1 Examples: Education Leave, Sick Leave, Funeral, Bereavement, Jury Duty, Parental (as defined in Article 8.14.2.5 Paid Parental Leave (Spousal)) and Sick Leave for Family Illness.

2 In order to be eligible for STD, a faculty member must be making premium contributions during the leave. Disability payments for both STD and LTD are based on the faculty member's salary at the time of disability.

3 For such unpaid leaves which are longer than 15 days, the faculty member must make full contributions in order to maintain Health, Dental and Life Insurance benefits. For unpaid leaves 15 days or shorter, Employer continues to pay premiums for eligible faculty members.

4 Benefit is prorated.

5 If faculty member continues to work half-time or more during leave, Employer pays premiums. If faculty member is working less than half-time during leave, faculty member must pay full premiums in order to maintain benefit.

6 The term faculty member will accrue vacation, sick leave credit, and increment entitlement during the period of the maternity and parental leave, based only on the appointments to which the term faculty member would be entitled and only if applicable.

Depending on individual circumstances, a member maybe eligible for other benefits, and strongly advised to consult VCCFA and HR.

7 Faculty members on leave may make pension contributions subject to the provisions of the Employment Standards Act and the College Pension Plan. The College is required to make its portion of pension contributions for faculty members on maternity, parental, adoption, retirement preparation, or compassionate care leave who make their share of pension contributions for the period of the leave.

8 Faculty members on leave may make pension contributions subject to the provisions of the Employment Standards Act and the College Pension Plan. The College is not required to make its portion of pension contributions when a faculty member is on an unpaid leave.

9 College and faculty pension contributions will be arranged before the deferred salary leave starts.

10 The College Pension Plan covers full pension contributions for members on STD and LTD up until August 31 after the Employee turns age 65.

## APPENDIX IV - EXPLANATION OF SENIORITY CALCULATIONS

The Association and College have agreed that, pursuant to Article 10.1, (Definition and Calculation of Seniority), seniority will be calculated as follows:

### 1 REGULAR FACULTY MEMBERS

a) Both part-time and full-time regular faculty members will receive the same number of full days of service that is 261, per fiscal year. (365 days per year – 104 weekend days per year = 261).

#### Example 1

**An employee** is a part-time regular faculty member at 60% workload. **The employee** shall receive a total of 261 days of service in a fiscal year.

#### Example 2

**An employee** is a full-time regular faculty member at 100% workload. **The employee** shall receive a total of 261 days of service in a fiscal year.

b) Regular faculty members who commence employment during a fiscal year shall have their service pro-rated.

#### Example 3

**An employee** is a full-time regular faculty member who has been hired as of September 2, **2022**. For the period from September 2, **2022** to March 31, **2023**. **The employee's** seniority will be:

7 months x 261 full days of service ÷ 12 months = 152.25 days **of service**  
Rounded off = 152 **service** days

#### Example 4

**An employee** is a part-time (75%) regular faculty member who has been hired as of October 20, **2022**. For the period from October 20, **2022** to fiscal year end March 31, **2023**. **The employee's** seniority will be:

5.459 months x 261 full days of service ÷ 12 months = 118.62 days **of service**  
Rounded off = 119 **service** days

c) Laid off faculty members who are on recall shall retain and accrue seniority on the same basis as other regular faculty members. See a) above.

### 2 TERM FACULTY MEMBERS

All term faculty members can accumulate up to 261 days of service per fiscal year. For each faculty member, days of service are determined in the following manner:

Appendix IV – Seniority Calculations

Term appointments, expressed in duty days, will be prorated to a full-time equivalent (FTE) amount of duty days. This amount will be multiplied by a ratio of 261 days of service per year divided by the maximum number of duty days per year (**200**) as follows:

$$\text{FTE TOTAL DAYS} \times 261 \div \mathbf{200} = \text{DAYS OF SERVICE}$$

Example 1

**An employee** works 180 days at half time. **The employee's** FTE is 90 **duty days** (180 days  $\div$  2). **The employee** will be credited with:

$$90 \text{ FTE } \mathbf{duty} \text{ days} \times 261 \div \mathbf{200} = 117.45 \text{ days of service}$$

Rounded off = 117 **service** days

Example 2

**An employee** works 200 days at full-time. **The employee's** FTE total days is 200 **duty days**. **The employee** will be credited with:

$$200 \text{ FTE } \mathbf{duty} \text{ days} \times 261 \div \mathbf{200} = \mathbf{261} \text{ days of service}$$

Example 3

**An employee** works 8 sessions of one hour each and 4 sessions of 3 hours each. **The employee's** total number of hours is 20  $\div$  5 hours per duty day = 4 FTE **duty days**. **The employee** will be credited with:

$$4 \text{ FTE } \mathbf{duty} \text{ days} \times 261 \div \mathbf{200} = \mathbf{5.22} \text{ days of service}$$

Rounded off = 5 **service** days

**3 FOR AUXILIARY WORK**

All auxiliary work concurrent with and following a faculty member's first appointment will be pro-rated and included in calculating a faculty member's FTE total days. This amount is multiplied by the same formula used above for Term faculty members.

Example 1

**An employee** has a 180 day half-time term appointment (180 days  $\div$  2 = 90 FTE days). **The employee** is called for part-time subbing (at the minimum call out of 3 hours) 20 times (20 x 3 = 60.0 hours  $\div$  5 hours per duty day = 12 FTE days). **The 90 and 12 days are added to make 102 duty days**. **The employee** will be credited with:

$$102 \text{ FTE } \mathbf{duty} \text{ days} \times 261 \div \mathbf{200} = \mathbf{133.11} \text{ days of service}$$

Rounded off = 133 **service** days

Appendix IV – Seniority Calculations

Example 2

**An employee** completes a 100 day full-time term appointment. Later, **the employee** is called in to sub for someone for 10 full days. **The employee's** FTE total is 110 **duty** days. **The employee** will be credited with:

110 FTE **duty** days x 261 ÷ **200** = 143.55days of service

Rounded off = **144 service** days

This **Appendix** will be **posted electronically along with the** Seniority List.

## APPENDIX V - PROFESSIONAL DEVELOPMENT PAY

### Sample Calculation

Month	% Workload	Salary Entitlement for PD Days
April	100%	100%
May	50%	50%
June	60%	60%
July	75%	75%
August	40%	0%
September	60%	60%
October	0%	0%
November	100%	100%
December	100%	100%
January	100%	100%
February	75%	75%
March	0%	0%
<b>TOTAL</b>		<b>83.75%<sup>1</sup></b>

#### Footnotes:

1 – This calculation is based on the 8 "best" accrual months, so May, October and March will be dropped.

**The** Faculty member may alternatively be scheduled to 83.75% x 20 days = 16.75 days at full salary.

The calculation is a **sample only** based on 8 months. A similar calculation would be used for a 7 month eligibility period.

## **APPENDIX VI - GUIDELINES FOR THE PERFORMANCE APPRAISAL OF PERMANENT REGULAR FACULTY MEMBERS**

### **1 Performance Appraisal Criteria**

#### **1.1 Contribution to Students**

1.1.1 Each student is treated with demonstrated respect and genuine interest.

1.1.2 Faculty members evidence an approach to learning designed to reach the diversity of students in the College. Adequate attention is given to the different learning needs of individual students.

1.1.3 Students are encouraged to develop an inquiring, critical and independent attitude, to help each other as appropriate and not to be unduly dependent on the faculty member.

1.1.4 Faculty members make use of student services and other resource departments as appropriate in order to ensure that adequate attention is paid to the needs of students who are experiencing difficulties in learning.

1.1.5 Within the first week of the start of a course or program, faculty members provide students with written course or program objectives including a description of the course or program content and the method of evaluation to be used.

1.1.6 Classroom or other presentations are organized, well prepared, clear and effective.

#### **1.2 Professional Competence**

1.2.1 It is recognized that the College has an obligation, within the constraints of budget, to assist and support faculty members regarding professional development in the area of professional competence. Faculty members should understand and be knowledgeable in current developments in their field. Where appropriate, this should be demonstrated in their approach to teaching. It is recognized that in fields of rapidly changing technology where renewal time is not adequate, a faculty member may not be able to achieve mastery of current developments; however, such faculty members are expected to be aware of the general nature of these developments and to communicate this to students as appropriate. It is recognized that the College has an obligation to assist and support faculty members regarding Professional Development in this area.

1.2.2 Faculty members should design and deliver instructional materials and other resources in a way that takes into account current offerings of secondary institutions and be compatible with the requirements of post-secondary institutions and/or the Employer and community.

#### **1.3 Collegial Contribution**



1.3.1 Faculty members should be willing to exchange ideas and to be supportive of each other professionally. Faculty members are expected to work harmoniously with colleagues.

#### **1.4 Participation in the Department, School or Centre and College**

1.4.1 As part of their professional obligations, faculty members are expected to participate in departmental meetings, student consultations and in such other activities from which students, the faculty members and the College as a whole may reasonably be expected to benefit. "Such other activities" will be set according to departmental, School or Centre and College norms, goals and objectives.

1.4.2 In their relationship with students and in their assigned duties and College activities, faculty members should make a continuing contribution to the objectives of the department, the School or Centre and the College.

### **2 Methods of Performance Appraisal**

2.1 Faculty members may make a submission to the appropriate Dean or Director and the Association regarding alternate appraisal instruments and the application of these instruments in their departments or areas.

2.2 Based on criteria described in these Guidelines and subject to the approval of the appropriate Dean or Director and the Association, performance appraisal shall be based on information gathered through a combination of at least 2 of the following methods:

- Questionnaires filled in by the students;
- Observations of performance by Department Heads or designated alternates;
- Self appraisal;
- Observations of performance by colleague(s); or
- Approved alternate appraisal instrument.

2.2.1 Departments or areas where instruction is the major activity must select "Questionnaires filled in by the students" as one appraisal method for its faculty members who instruct for at least one-quarter of their load at the time of appraisal. When there are compelling reasons, departments may apply to the appropriate Dean or Director and the Association for exemptions from this provision.

2.3 New departments, or those who wish to change their method of appraisal will, by majority secret ballot of the permanent regular faculty members within the department, select which of the appraisal methods described in Point 2.2 its members will use. Probationary regular, term and auxiliary faculty members may attend and take part in any discussions at any department meetings on performance appraisal but may not vote.

2.4 In departments or areas with fewer than 5 permanent regular faculty members, the faculty members may not choose the appraisal method of "Observations of Performance by Colleagues".

2.5 All new procedures and instruments of performance appraisal shall be approved by the Joint Steering Committee before being implemented. Such approval shall not be unreasonably denied.

### **3 Frequency of Appraisals**

3.1 All permanent faculty members will be appraised only once every 4 years.

3.2 **Department Leaders and Instructional Associates** returning to instructional duties will not be appraised for at least 2 years following their return.

### **4 Facilitation of Performance Appraisal**

4.1 Each year departments or areas will select at least 25% of their faculty members for performance appraisal and submit the faculty members' names to **People Services** by January 31. **People Services** will provide an appraisal package to the selected faculty members. Faculty members will complete the appraisal in accordance with the following. In consultation with their Department Head, the faculty member will prepare an individual development plan in consideration of the appraisal results.

4.2 When questionnaires are used, faculty members will leave the classroom while their students complete the questionnaire. Completed student questionnaires will be forwarded by the faculty member to Institutional Research for tabulation. Where the questionnaires and/or questionnaire data requires translation, Institutional Research will arrange for professional translation services for the facilitation of the performance appraisal. Institutional Research will tabulate the data and return the questionnaires and the data summary to the faculty member.

4.3 If "Self Appraisal" is the method of appraisal selected, the faculty member being appraised will complete a self appraisal instrument which is referenced to the relevant criteria of Point 1.0 and which will include comparison with an objective standard.

4.4 If "Observation of Performance by the Department Head or Alternate" is the method selected, they will complete an observational performance appraisal instrument which is referenced to the relevant criteria of Point 1.0.

4.5 If "Observation of Performance by Colleague(s)" is the method selected, the colleague(s) will complete an observational performance appraisal instrument which is referenced to the relevant criteria of Point 1.0.

4.6 The faculty member will then prepare a performance appraisal report which indicates the faculty member's areas of strength, areas for development and will include an

*Appendix VI – Perf Appraisal Perm Reg*

individual development plan. The faculty member, together with the Department Head, will review the materials and discuss the report. All appraisals and data reports will be handled and stored in accordance with Articles 15.4 and 15.4.1.

4.7 All reports, data and documents arising from the appraisal process shall be kept confidential by those involved.

**5 Monitoring**

The Joint Steering Committee agrees to jointly monitor and review this Appendix as needed and agree that it may be updated from time to time by mutual agreement.

## **APPENDIX VII - GUIDELINES FOR THE EVALUATION OF TERM AND PROBATIONARY REGULAR FACULTY MEMBERS**

Pursuant to Article 16 (Evaluation of Probationary Regular and Term Faculty Members)

### **1 Evaluation Process**

- 1.1 The evaluation process shall be conducted in a similar manner for all term and probationary regular faculty members in a department or area.
- 1.2 The evaluation process shall be conducted primarily by the Department Head or Coordinator II. The responsibility may be delegated to an Assistant Department Head.
- 1.3 The evaluation process shall be based on the criteria listed in Point 2 of these Guidelines.

### **2 Criteria for Evaluation**

#### **2.1 Contribution to Students**

- 2.1.1 Each student is treated with demonstrated respect and genuine interest.
- 2.1.2 Faculty members evidence an approach to learning designed to reach the diversity of students in the College. Adequate attention is given to the different learning needs of individual students.
- 2.1.3 Students are encouraged to develop an inquiring, critical and independent attitude, to help each other as appropriate and not to be unduly dependent on the faculty member.
- 2.1.4 Faculty members make use of student services and other resource departments as appropriate in order to ensure that adequate attention is paid to the needs of students who are experiencing difficulties in learning.
- 2.1.5 Within the first week of the start of a course or program, faculty members provide students with written course or program content and the method of evaluation to be used.
- 2.1.6 Classroom or other presentations are organized, well prepared, clear and effective.

#### **2.2 Professional Competence**

- 2.2.1 It is recognized that the College has an obligation, within the constraints of budget, to assist and support faculty members regarding professional development in the area of professional competence. Faculty members should understand and be knowledgeable in current developments in their field. Where appropriate, this should be demonstrated in their approach to teaching. It is recognized that in fields of rapidly changing technology where renewal time is not adequate, a faculty member may not be able to achieve mastery of current developments; however, such faculty members

are expected to be aware of the general nature of these developments; and to communicate this to students as appropriate.

- 2.2.2 Faculty members should design and deliver instructional materials and other resources in a way that takes into account current offerings of secondary institutions and be compatible with the requirements of post-secondary institutions and/or the Employer and community.

### **2.3 Collegial Contribution**

- 2.3.1 Faculty members should be willing to exchange ideas and to be supportive of each other professionally. Faculty members are expected to work harmoniously with colleagues.

### **2.4 Participation in the Department, School or Centre and College**

- 2.4.1 As part of their professional obligations, faculty members are expected to participate in departmental meetings, student consultations and in such other activities from which students, the faculty members and the College as a whole may reasonably be expected to benefit. "Such other activities" shall be set according to departmental, School or Centre and College norms, goals and objectives.
- 2.4.2 In their relationship with students and in their assigned duties and College activities, faculty members should make a continuing contribution to the objectives of the department, the School or Centre and the College.

## **3 Methods of Evaluation**

- 3.1 The evaluation process shall use 2 methods:
  - 3.1.1 Questionnaires filled in by a faculty member's students or an equivalent instrument for counsellors, librarians and, with the approval of the Joint Steering Committee, other faculty members; and
  - 3.1.2 Observations of performance by Department Heads, Coordinator II's or Assistant Department Heads.

## **4 Joint Steering Committee**

- 4.1 The methods listed in Point 3 above shall be applied through procedures and instruments, which have been approved by the Joint Steering Committee. The College will provide professional translation services where necessary for the development and processing of student questionnaires.
- 4.2 The Joint Steering Committee shall be responsible for approving the procedures and instruments of evaluation. Master copies of each department or area's evaluation instruments shall be maintained in the offices of **People Services**.

- 4.3 The Joint Steering Committee shall follow fair and consistent principles for the evaluation of term and probationary faculty members. The Joint Steering Committee shall be involved in the clarification of procedures but not in the monitoring of departmental and area processes.
- 4.4 Faculty members may make submissions to the Joint Steering Committee regarding the evaluation instruments and their application in their department or area.
- 4.5 The Joint Steering Committee may make revisions to these Guidelines. The Joint Steering Committee shall notify the College and the Association of any revisions it makes.

## **5 Orientation, Frequency and Timing of Evaluation**

- 5.1 Evaluations shall be initiated by the responsible Department Head, Assistant Department Head where so delegated or Coordinator II. This person is designated as the "evaluator". Every effort should be made to maintain the same evaluator throughout the entire process of each evaluation.
- 5.2 At the beginning of the probationary period or the term faculty member's first term of appointment, the Department Head or Coordinator II shall orient the probationary regular or term faculty member to the College, its resources, the department or area and program. The Department Head or Coordinator II shall provide the faculty member with these Guidelines for evaluation and for the applicable evaluation process and shall explain these to the faculty member to ensure that they are understood.
- 5.3 The frequency and timing of the evaluation shall be as follows:
  - 5.3.1 For probationary regular and term faculty members, half-time or more on term appointments exceeding 8 months, the evaluation process referred to in Point 3.1 shall be completed before the mid-point of the term appointment or of the probationary period. Should the first evaluation show the need for improvement, a follow-up observation (as referred to in Point 5.3.4) shall be initiated no later than the three-quarter point of the term appointment or probationary period.
  - 5.3.2 For term faculty members, half-time or more, on term appointments of less than 8 months, the evaluation process as referred to in Point 3.1 shall be completed no later than 6 months into a period of appointment or 6 months into a period of cumulative appointments. Should the first evaluation show need for improvement and should a subsequent offer be made, a follow-up observation (as referred to in Point 5.3.4) shall be initiated no later than the mid-point of the subsequent period of appointment.
  - 5.3.3 For term faculty members less than half-time, the evaluation process as referred to in Point 3.1 shall be completed within the first 60 accumulated duty days of employment

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with the College. Should the first evaluation show need for improvement and should a subsequent offer be made, a follow-up observation (as referred to in Point 5.3.4) shall be initiated no later than the mid-point of the subsequent period of appointment.

- 5.3.4 When necessary, the evaluator shall alert the term or probationary regular faculty member to possible areas requiring improvement and through a mutually approved plan of action, shall assist the faculty member on ways and means of improvement. A follow-up observation may be conducted by the evaluator who completed the first evaluations. An evaluation report shall be made for any such follow-up observations.
- 5.3.5 For the purpose of evaluation, faculty members appointed for curriculum development will have the time period in Points 5.3.1, 5.3.2, 5.3.3 commence upon the faculty members undertaking non-curriculum development duties.
- 5.3.6 Within any 2 year period, term or probationary faculty members who have achieved 2 successful evaluations within a department or area are deemed to have completed the evaluation process. If, because of transfers or discontinuous employment, further evaluations are required then following any 2 successful evaluations, term faculty members shall be evaluated once every 3 years.
- 5.3.7 A term faculty member will be deemed to have received a satisfactory evaluation if one has not been undertaken by the employer before regularization.

## **6 Summary of Evaluator's Responsibilities**

- 6.1 Make sure that the department has selected invigilators. Orient your invigilators as to their role and provide a copy of "Directions to Invigilators".
- 6.2 Request an evaluation package from **People Services** for the faculty member to be evaluated. Check for completeness. Package should contain: (i) Evaluation Report; (ii) Observation of Performance; (iii) student questionnaires. Make sure there are sufficient student questionnaires for all of the students the faculty member currently teaches.
- 6.3 Schedule a department invigilator to administer the student questionnaires. In most cases, the invigilator will exchange classes with the faculty member being evaluated for the time when the questionnaires are being completed.
- 6.4 After the invigilator has returned the sealed package of student questionnaires, keep the package secure. Arrange for the package to be delivered to Institutional Research for tabulation of data.
- 6.5 Provide approximately one week's notice to the faculty member being evaluated before observing instruction.
- 6.6 Observe instruction and complete the observation report.

- 6.7 Meet with the faculty member to review the observation report and tabulated student data.
- 6.8 Complete the evaluation report, sign and have the faculty member sign.
- 6.9 Upon completion of the evaluation report, send the student questionnaires to **People Services**.
- 6.10 Forward the completed evaluation to the Dean or Director. (Include the evaluation report, the observation report and the tabulated student data).

## 7 **Invigilators**

- 7.1 The department or area concerned shall democratically decide upon the method, election or selection, of choosing those regular faculty members who will be asked to administer questionnaires. This decision shall include the term, the number of invigilators, etc. The selected invigilators shall have no other role in the evaluation process and understand the limits of their task. Wherever possible they will be asked to "switch" their class with the faculty member being evaluated for the time when the questionnaires are being completed. In unusual situations a request for release time may be made to the appropriate Dean or Director. Such requests will not be unreasonably made or denied.
- 7.2 The invigilators shall only be selected from those who have accepted such nomination.
- 7.3 The invigilators shall carry out their functions for a period determined by the faculty members as per Point 7.1, which shall not exceed 3 years. One month prior to the expiry of their terms, or in the event of an invigilator withdrawing from these functions, the process of selection shall be re-initiated.
- 7.4 Upon selection of invigilators, the Department Heads shall inform the faculty members in their Department and **People Services** of the names of the selected invigilators. Department Heads shall ensure that the invigilators are advised of the limits of their responsibilities, the necessity for confidentiality and the procedures for handling student questionnaires.
- 7.5 If an invigilator is unable to fulfill their responsibilities, the Department Head will seek approval from their Dean or Director for an alternate invigilator. The Dean or Director will obtain agreement from the Association prior to approving the alternate.

## 8 **Handling of Student Questionnaires and Questionnaire Data**



## 8.1 Initiation and Confidentiality

The evaluator shall request that **People Services** have packaged an adequate number of student questionnaires for a particular evaluation. Upon receiving a request as above, **People Services** shall ensure that the identity of the faculty member being evaluated is protected. Only **People Services**, the evaluator and the invigilator are to be made aware of the identity of the faculty member being evaluated.

## 8.2 Questionnaire Completion

8.2.1 The evaluator shall give the package to the invigilating faculty member and make arrangements for its secure delivery to Institutional Research immediately upon completion or, if that is not possible because of scheduling difficulties, its secure storage until delivery at the first opportunity.

8.2.2 The faculty member being evaluated shall not be in the room while questionnaires are being distributed, completed and collected.

8.2.3 Invigilating faculty members shall explain the process and forms to the students. They shall explain that students are not to identify themselves. They may answer clarification questions but shall not influence the students in any way.

8.2.4 They shall ensure that students are filling out the questionnaires in a manner that will allow them to be read by the scanning device. They should make prior arrangements to ensure that students will have adequate time and adequate materials (paper/pencils) to complete the forms.

8.2.5 When the questionnaires are completed the students will place them in the envelope provided. The invigilator shall seal the envelope and return it to the evaluator as soon as possible.

8.2.6 Invigilator faculty members must keep all proceedings, both verbal and written, confidential.

## 8.3 Data Processing

8.3.1 Institutional Research has been designated as the neutral processor of the questionnaires. Institutional Research is advised of their responsibilities, the necessity for confidentiality and the procedures for processing student questionnaires, as recommended by the Joint Steering Committee.

8.3.2 Upon receipt of completed packages, the processor's primary responsibility is to prepare a form that provides totals and averages of student responses and transcriptions of student comments. The averages requested will be determined by the Joint Steering Committee. The processor shall make only one copy of this form and sign both it and the original. The original and copy shall be delivered to the evaluator who will pass the copy on to the faculty member concerned.

8.3.3 The processor shall re-seal the questionnaires and return them to the evaluator. The evaluator shall keep them sealed and upon completion of the final evaluation report send them to **People Services** for retention in accordance with the College's Freedom of Information and Protection of Privacy (FOIPOP) policy. If the faculty member concerned requests their confirmation only the evaluator may review the forms as per Point 10.2 of these Guidelines.

8.3.4 Institutional Research will expunge all electronic records of student questionnaires in accordance with the College's FOIPOP policy.

## **9 Handling of Data Obtained Through Observation of Performance**

The evaluator shall complete and sign an observational evaluation instrument which is referenced to the relevant criteria of Point 2. Only one copy of the completed instrument shall be made. The original and the copy shall be signed by the faculty member and the original shall be given to the faculty member being evaluated.

## **10 Evaluation Reports**

10.1.1 Based on the data gathered under Point 5 of these Guidelines the evaluator shall discuss the faculty member's performance with the faculty member and then prepare an evaluation report which shall include all the data collected and be signed by the faculty member as evidence of having been read and that the evaluation process has been completed.

10.1.2 The faculty member being evaluated may, upon request, have the evaluator review the questionnaires and confirm that the results correspond with the completed form received from the neutral processor. After this viewing, they shall be resealed and kept by the evaluator as per Point 8.3.3.

10.1.3 The form of the report shall conform to the Joint Steering Committee approved instrument.

10.1.4 The report with recommendation shall be submitted to the appropriate Vice President or delegate for approval and decision pursuant to Article 16.1 of the Agreement. In cases where there is a follow-up observation and a subsequent evaluation report as per Points 5.5.3 and 5.3.4 of these Guidelines, the decision shall be reserved until all reports have been submitted. All reports shall be placed in the faculty member's Personnel File under the terms of Article 16.4 of the Agreement.

## **APPENDIX VIII - GUIDELINES FOR THE EVALUATION AND APPRAISAL OF FACULTY MEMBERS WITH RESPONSIBILITY ALLOWANCES**

### **A Guidelines for Evaluation of Instructional Associates**

(Pursuant to Articles 3.10.2, 13.2.4 and 16.3)

#### **1 Orientation and Timing**

At the beginning of the appointment, an Instructional Associate will be provided with an orientation to the position which includes a discussion of the evaluation criteria and process. For Instructional Associates, the appropriate Dean or Director will fulfill this role. Evaluation will be completed in the second half of the initial probationary year of appointment.

#### **2 Criteria for Evaluation**

##### **2.1 Contribution to Learning Environment**

2.1.1 Fosters quality in instruction;

2.1.2 Guides and coordinates the development of curriculum materials;

2.1.3 Recommends desired changes in courses and/or programs to the appropriate governance and administrative bodies;

2.1.4 Facilitates the process for submission of new curriculum, courses and programs for approval by governance bodies; and

2.1.5 Assists in the provision of adequate instructional facilities and equipment.

##### **2.2 Contribution to Department Heads, Assistant Department Heads and Coordinators**

2.2.1 Mentors other **Department Leaders and Instructional Associates** individually and in groups;

2.2.2 Participates in **Department Leaders and Instructional Associates** Orientation; and

2.2.3 Provides and recommends workshops and other in-service activities for **IRA's Department Leaders and Instructional Associates**.

##### **2.3 Contribution to Faculty and Staff**

2.3.1 Assists and supports staff and faculty professional development;

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- 2.3.2 As appropriate, supports faculty and staff in their work;
- 2.3.3 Assists in keeping departments and/or programs informed about College developments; and
- 2.3.4 Informs Dean(s) and Directors, as appropriate, of emerging program, faculty, and student needs.

**2.4 Leadership**

- 2.4.1 Communicates well verbally and in writing;
- 2.4.2 Demonstrates understanding of the College as a whole;
- 2.4.3 Deliberates before making a decision;
- 2.4.4 Consults appropriately;
- 2.4.5 Takes action in an effective manner;
- 2.4.6 Fulfills responsibilities relevant to the position;
- 2.4.7 Demonstrates commitment to the programs and the College;
- 2.4.8 Works cooperatively and effectively with others;
- 2.4.9 Takes initiative and is proactive in carrying out the responsibilities of the role;
- 2.4.10 Conducts effective meetings; and
- 2.4.11 Demonstrates leadership relevant to the position.

**2.5 Coordination and Process**

- 2.5.1 Chairs selection committees effectively;
- 2.5.2 Liaises effectively internally and externally;
- 2.5.3 Works cooperatively and effectively with committees relevant to the role;
- 2.5.4 Participates actively in the coordination and process of program review; and
- 2.5.5 Encourages and facilitates cooperation among programs and schools.

**2.6 Planning and Development**

- 2.6.1 Participates actively in planning for Schools, Centres and programs;
- 2.6.2 As appropriate, assists with planning for programs;

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2.6.3 Conducts and coordinates research projects that are thorough and relevant; and

2.6.4 Shows leadership in carrying out action plans from program review.

**2.7 Contribution to College and Community**

2.7.1 Maintains effective liaison with other Faculty members with Responsibility Allowance throughout the College and with College services;

2.7.2 Maintains effective liaison with other institutions;

2.7.3 Maintains effective liaison with industry, business and government, as appropriate;

2.7.4 As appropriate, represents Schools, Centres and programs effectively; and

2.7.5 Initiates and maintains good public relations for the College, as appropriate, and for Schools, Centres and programs relevant to the position.

**3 Evaluation Process**

3.1 For an Instructional Associate, the evaluation process will be initiated and administered by an appropriate Dean or Director. The evaluation process will be supported by **People Services** and Institutional Research. All comments and documentation will be kept strictly confidential and in accordance with Freedom of Information and Protection of Privacy requirements.

3.2 A confidential survey questionnaire based on Joint Steering Committee approved criteria will be distributed amongst the agreed-to list of respondents.

3.2.1 All Department Heads, Assistant Department Heads and Coordinators within the appropriate cluster of programs and services, as well as all Deans and Directors in the cluster will be included (except for the Dean or Director who will be writing the evaluation report).

3.2.2 The Instructional Associate will also provide a list of faculty members from other areas of the College that they wish to have included.

3.2.3 The College may suggest a list that would be appropriate for Instructional Associates to consider for inclusion.

3.3 Institutional Research will tabulate the responses to the questionnaires and forward the tabulated results to the Instructional Associate. A copy of the tabulated results will also be sent to the Dean or Director who will be writing the evaluation report and the 2 parties will meet to discuss the results.

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3.4 The Dean or Director will make a recommendation as to whether the evaluation is either satisfactory or not satisfactory pursuant to Article 13.2.3 and provide a rationale when an evaluation is deemed unsatisfactory.

3.5 The Instructional Associate may prepare a response or commentary on the results and recommendation.

**4 Evaluation Report**

4.1 The tabulated results, any response or commentary by the Instructional Associate, and the recommendation of the Dean or Director will form the evaluation report. It shall be signed by the Dean or Director and the Instructional Associate and shall be included in the Instructional Associate's official Personnel File. The Instructional Associate's signature only indicates evidence of the report having been read.

4.2 The Dean or Director who has written the recommendation will forward the evaluation report to the appropriate Vice President. The Vice President or delegate will consider the evaluation report in determining whether the Instructional Associate is confirmed for the remainder of the term of appointment pursuant to Article 13.2.5. The Vice President will provide a written rationale when the evaluation is deemed to be unsatisfactory.

4.3 Instructional Associates will be deemed to have received a satisfactory evaluation if an evaluation has not been completed within the first year of their appointments.

**5 Joint Steering Committee**

The Joint Steering Committee shall be responsible for approving the instruments and procedures of evaluation and will hear any submissions on their efficacy. The Joint Steering Committee may make revisions to the instruments and procedures and shall notify the College and Association when it does so.

**6 Grievance Procedure**

These procedures shall be subject to the grievance procedure in the Agreement.

**B Guidelines for Evaluation of Department Heads, Assistant Department Heads or Coordinators II**

(Pursuant to Articles 3.10.2, 13.2.4 and 16.3)

**1 Orientation and Timing**

At the beginning of the initial appointment, a Department Head, Assistant Department Head or Coordinator II will be provided with an orientation to the position which includes a discussion of the evaluation criteria and process. For Department Heads or Coordinators II, the appropriate Dean or Director will fulfill this role; for Assistant Department Heads, the orientation will be done by the appropriate Department Head. Evaluation will be completed in the second half of the initial probationary year of appointment.

**2 Criteria for Evaluation**

**2.1 Contribution to Learning Environment**

- 2.1.1 Fosters quality in instruction;
- 2.1.2 Ensures course and curriculum objectives are achieved;
- 2.1.3 Ensures appropriate methods of assessment are in place;
- 2.1.4 Guides the development of course and curriculum materials;
- 2.1.5 Recommends desired changes in courses and/or programs to the appropriate governance and administrative bodies; and
- 2.1.6 Assists in the provision of adequate instructional facilities and equipment.

**2.2 Contribution to Student Success**

- 2.2.1 Treats students with respect and interest;
- 2.2.2 Deals with students in ways that recognize their diversity;
- 2.2.3 Advises students of available College resources; (student support, financial aid, admissions, etc.)
- 2.2.4 Advises students appropriately for admissions/course placements;
- 2.2.5 When appropriate, aids in placing graduates in employment; and
- 2.2.6 Deals effectively with student issues.

**2.3 Contribution to Faculty and Staff**

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- 2.3.1 Encourages participation in departmental committees and activities;
- 2.3.2 Assists and supports staff and faculty professional development;
- 2.3.3 Supports faculty and staff in their work; and
- 2.3.4 Keeps members of the department and/or program informed about College developments.

**2.4 Leadership**

- 2.4.1 Communicates well verbally and in writing;
- 2.4.2 Demonstrates understanding of the College as a whole;
- 2.4.3 Deliberates before making a decision;
- 2.4.4 Consults appropriately;
- 2.4.5 Takes action in an effective manner;
- 2.4.6 Fulfills responsibilities relevant to the position; and
- 2.4.7 Demonstrates commitment to the department and the College.

**2.5 Department Management**

- 2.5.1 Supervises faculty and staff appropriately;
- 2.5.2 Responds in a timely manner;
- 2.5.3 Actively participates in the recruitment and renewal of the faculty and staff complement;
- 2.5.4 In cooperation with faculty and staff, effectively schedules all duty, leave, holidays and professional development activities;
- 2.5.5 Conducts effective department meetings;
- 2.5.6 Coordinates and delegates appropriate duties and responsibilities;
- 2.5.7 Effectively orients new faculty and staff to the department, the School, Centre and the College;
- 2.5.8 Prepares and monitors the departmental budget;
- 2.5.9 Participates in the evaluation and appraisal procedures set out for faculty and staff effectively and appropriately; and
- 2.5.10 Resolves conflict effectively and fairly.



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**2.6 Department Planning and Development**

- 2.6.1 Initiates departmental planning;
- 2.6.2 Supports faculty in planning; and
- 2.6.3 Participates in ongoing program review.

**2.7 Contribution to College and Community**

- 2.7.1 Maintains effective liaison with other Faculty members with Responsibility Allowance and College services;
- 2.7.2 Maintains effective liaison with other institutions;
- 2.7.3 Maintains effective liaison with industry, business and government, as appropriate;
- 2.7.4 Ensures appropriate representation at Program Advisory and other provincial committees;
- 2.7.5 Represents the department effectively; and
- 2.7.6 Maintains good public relations for the College, as appropriate, and for departmental programs.

**3 Evaluation Process**

- 3.1 For a Department Head or Coordinator II, the evaluation process will be initiated and administered by the appropriate Dean or Director. For an Assistant Department Head, the appropriate Department Head will fulfill this role. The evaluation process will be supported by **People Services** and Institutional Research. All comments and documentation will be kept strictly confidential and in accordance with Freedom of Information and Protection of Privacy requirements.
- 3.2 A confidential survey questionnaire based on Joint Steering Committee approved criteria will be distributed amongst the agreed-to list of respondents.
  - 3.2.1 All faculty and staff within the person's department will be included on the list.
  - 3.2.2 The Department Head, Assistant Department Head or Coordinator II will also provide a list of faculty members from outside the department that they wish to have included.
  - 3.2.3 The College may suggest a list that would be appropriate for most Department Heads, Assistant Department Heads or Coordinators II to consider for inclusion.
- 3.3 Institutional Research will tabulate the results of the questionnaire and send the results to the evaluatee.

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- 3.3.1 For a Department Head or Coordinator II, a copy of the tabulated results will also be sent to the appropriate Dean or Director and the two parties will meet to discuss the results. The Dean or Director will make a determination as to whether the evaluation is either satisfactory or not satisfactory pursuant to Article 13.2.6 and provide a rationale when an evaluation is deemed unsatisfactory.
- 3.3.2 For an Assistant Department Head, a copy of the tabulated results will also be sent to the appropriate Department Head and they will meet to discuss the results. The Department Head will make a determination as to whether the evaluation is either satisfactory or not satisfactory pursuant to Article 13.2.6 and provide a rationale when an evaluation is deemed unsatisfactory.
- 3.3.3 The Department Head, Assistant Department Head or Coordinator II may prepare a response or commentary on the results and recommendation.

**4 Evaluation Report**

- 4.1 The tabulated results of the questionnaire, any response or commentary by the Department Head, Assistant Department Head or Coordinator II and the decision of the appropriate evaluator will form the evaluation report. It shall be signed by the appropriate evaluator and the evaluatee and shall be included in the evaluatee's official Personnel File. The evaluatee's signature only indicates evidence of the report having been read.
- 4.2 The evaluation report shall be considered by the appropriate Vice-President or delegate in determining whether the Department Head, Assistant Department Head or Coordinator II is confirmed for the remainder of the term of appointment pursuant to Article 13.2.6.
- 4.3 A Department Head, Assistant Department Head or Coordinator II will be deemed to have received a satisfactory evaluation if one has not been completed within the first year of their appointment.

**5 Joint Steering Committee**

The Joint Steering Committee shall be responsible for approving the instruments and procedures of evaluation and will hear any submissions on their efficacy. The Joint Steering Committee may make revisions to the instruments and procedures and shall notify the College and Association when it does so.

**6 Grievance Procedure**

These procedures shall be subject to the grievance procedure contained in the Agreement.

**C Guidelines for Performance Appraisal of Department Heads, Assistant Department Heads or Coordinator II**

(Pursuant to Articles 3.10.2, 13.2.4 and 15.3)

**1 Orientation and Timing**

At the beginning of the second or subsequent 3-year term of appointment, a Department Head, Assistant Department Head or Coordinator II shall be informed of the performance appraisal criteria and process. For Department Heads and Coordinators II, this shall be done by the appropriate Dean or Director; for Assistant Department Heads it shall be done by the appropriate Department Head. The performance appraisal survey will be completed before the end of the first year of the second term or subsequent 3-year term of appointment.

**2 Criteria for Performance Appraisal**

The performance appraisal criteria shall be the same as the criteria for evaluation in Point 2 of the Guidelines for Evaluation of Department Heads, Assistant Department Heads or Coordinators II in this Appendix.

**3 Performance Appraisal Process**

3.1 For a Department Head or Coordinator II, the performance appraisal process will be initiated and administered by the appropriate Dean or Director. For an Assistant Department Head, the appropriate Department Head will fulfill this role. The performance appraisal process will be supported by **People Services** and Institutional Research. All comments and documentation will be kept strictly confidential and in accordance with Freedom of Information and Protection of Privacy requirements.

3.2 A confidential survey based on Joint Steering Committee approved criteria will be distributed amongst the agreed-to list of respondents.

3.2.1 All faculty and staff within the person's department will be included on the list.

3.2.2 The Department Head, Assistant Department Head or Coordinator II will also provide a list of faculty members from outside the department that they wish to have included.

3.2.3 The College may suggest a list that would be appropriate for most Department Heads, Assistant Department Heads or Coordinators II to consider for inclusion.

3.2.4 The Department Head, Assistant Department Head or Coordinator II will also complete the survey as a self-appraisal prior to receiving the results of the other respondents.

3.3 Institutional Research will collate and transcribe the responses of the survey and send a copy of the collated and transcribed responses to the Department Head, Assistant

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Department Head or Coordinator II. The Department Head, Assistant Department Head or Coordinator II will prepare a development plan in response to the survey results and self-appraisal.

3.3.1 For a Department Head or Coordinator II, a copy of the survey results will also be sent to the appropriate Dean or Director and the 2 parties will meet to discuss the results and the development plan.

3.3.2 For an Assistant Department Head, a copy of the survey results will also be sent to the appropriate Department Head. The Assistant Department Head and Department Head will meet to discuss the results and the development plan.

**4 Performance Appraisal Report**

4.1 The survey results and a copy of the Department Head, Assistant Department Head or Coordinator II's self-appraisal and development plan will form the performance appraisal report. The report for a Department Head or Coordinator II shall be signed by the appropriate Dean or Director and the Department Head or Coordinator II. The report for an Assistant Department Head shall be signed by the appropriate Department Head and the Assistant Department Head. The signatures on the report would indicate that the performance appraisal process has been completed. The report shall be included in the Department Head, Assistant Department Head or Coordinator II's performance appraisal file as per Articles 15.4 and 15.4.1.

4.2 A Department Head, Assistant Department Head or Coordinator II will be deemed to have received a performance appraisal if one has not been completed within the first year of the second or subsequent 3-year term of appointment.

**5 Joint Steering Committee**

The Joint Steering Committee shall be responsible for approving the instruments and procedures of performance appraisal and will hear any submissions on their efficacy. The Joint Steering Committee may make revisions to the instruments and procedures and shall notify the College and Association when it does so.

**6 Grievance Procedure**

These procedures shall **be** subject to the grievance procedure in the Agreement.

**D Guidelines for Evaluation of Coordinators I**

(Pursuant to Articles 3.10.2, 13.2.4 and 16.3)

**1 Orientation and Timing**

At the beginning of the initial appointment, a Coordinator I will be provided with an orientation to the position which includes a discussion of the evaluation criteria and process. This orientation will be done by the appropriate Department Head. Evaluation will be completed in the second half of the initial probationary year of appointment.

**2 Criteria for Evaluation**

**2.1 Assisting with Faculty Development**

2.1.1 As appropriate, assists with faculty and staff recruitment, selection and development;

2.1.2 Orients new faculty to the level, area or program; and

2.1.3 Provides instructional support to faculty.

**2.2 Coordinating Curriculum Development**

2.2.1 Promotes information-sharing about current and new developments;

2.2.2 Ensures that adequate learning materials and resources are available for the use of faculty;

2.2.3 Searches out new learning resources and materials;

2.2.4 Evaluates new learning resources and materials; and

2.2.5 Ensures that the programs are relevant to student needs.

**2.3 Contribution to Student Access and Success**

2.3.1 Within the context of College and departmental policies and objectives, establishes and/or maintains policies and procedures for:

a) student evaluation;

b) student referral; and

c) student promotion;

2.3.2 Monitors student attendance and progress within the area;

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- 2.3.3 Advises students, as needed, when their progress is unsatisfactory;
- 2.3.4 Advises students, as needed, when their conduct is unsatisfactory;
- 2.3.5 Provides students, as needed, with support and advice on achieving their goals;
- 2.3.6 Advises students of available College resources;
- 2.3.7 Treats students with respect and interest;
- 2.3.8 Deals with students in ways that recognize their diversity;
- 2.3.9 Advises students, as needed, on their registration options; and
- 2.3.10 Conducts student orientation and intake interviews.

**2.4 Promotion of Effective Communication**

- 2.4.1 Conducts effective faculty meetings as required;
- 2.4.2 Promotes effective communication among faculty as appropriate;
- 2.4.3 Is available for consultations;
- 2.4.4 Consults appropriately;
- 2.4.5 Communicates well, verbally and in writing; and
- 2.4.6 As appropriate, liaises well with College services, other departments and outside agencies.

**2.5 Contribution to Progress Assessment and Testing**

- 2.5.1 Assists in the development and administration of progress assessments; and
- 2.5.2 Assists in the development and administration of department progress or proficiency tests.

**2.6 Leadership**

- 2.6.1 Deliberates before making a decision;
- 2.6.2 Takes action in an effective manner;
- 2.6.3 Fulfills responsibilities relevant to the position;
- 2.6.4 Effectively supports and contributes to the departmental registration process;
- 2.6.5 Demonstrates commitment to the department and the College;

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2.6.6 Effectively assumes duties of Department Head when necessary; and

2.6.7 Schedules faculty members as applicable.

**3 Evaluation Process**

3.1 The evaluation process for a Coordinator I will be initiated and administered by the appropriate Department Head and supported by **People Services** and Institutional Research. All comments and documentation will be kept strictly confidential and in accordance with Freedom of Information and Protection of Privacy requirements.

3.2 A confidential survey questionnaire based on Joint Steering Committee approved criteria will be distributed amongst the agreed-to list of respondents.

3.2.1 All faculty and staff within the Coordinator I's department will be included on the list.

3.2.2 The Coordinator I will also provide a list of faculty members from outside the department that they wish to have included.

3.2.3 The College may suggest a list that would be appropriate for most Coordinators I to consider for inclusion.

3.3 Institutional Research will tabulate the results of the questionnaire and send the results to the Coordinator I. A copy of the tabulated results will also be sent to the appropriate Department Head and the 2 parties will meet to discuss the results. The Department Head will make a determination as to whether the evaluation is either satisfactory or not satisfactory and provide a rationale when an evaluation is deemed unsatisfactory. The Coordinator may prepare a response or commentary on the results and recommendation.

**4 Evaluation Report**

4.1 The tabulated results, any response or commentary by the Coordinator I and the decision of the Department Head will form the evaluation report. It shall be signed by the Department Head and the Coordinator I and shall be included in Coordinator I's official Personnel File. The Coordinator I's signature only indicates evidence of the report having been read.

4.2 The evaluation report shall be considered by the appropriate Vice President or delegate in determining whether the Coordinator I is confirmed for the remainder of the term of appointment pursuant to Article 13.2.6.

4.3 A Coordinator I will be deemed to have received a satisfactory evaluation if one has not been completed within the first year of their appointment.

**5 Joint Steering Committee**

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The Joint Steering Committee shall be responsible for approving the instruments and procedures of evaluation and will hear any submissions on their efficacy. The Joint Steering Committee may make revisions to the instruments and procedures and shall notify the College and Association when it does so.

**6 Grievance Procedure**

These procedures shall be subject to the grievance procedure in the Agreement.

**E Guidelines for Performance Appraisal of Coordinators I**

(Pursuant to Articles 3.10.2, 13.2.4 and 15.3)

**1 Orientation and Timing**

At the beginning of the second or subsequent 3-year term of appointment, a Coordinator I shall be informed of the performance appraisal criteria and process. This shall be done by the appropriate Department Head. The performance appraisal survey will be completed before the end of the first year of the second term or subsequent 3-year term of appointment.

**2 Criteria for Performance Appraisal**

The performance appraisal criteria shall be the same as the criteria for evaluation in Point 2 of the Guidelines for Evaluation of Coordinators I in this Appendix.

**3 Performance Appraisal Process**

3.1 The performance appraisal process for a Coordinator I will be initiated and administered by the appropriate Department Head and supported by **People Services** and Institutional Research. All comments and documentation will be kept strictly confidential and in accordance with Freedom of Information and Protection of Privacy requirements.

3.2 A confidential survey based on Joint Steering Committee approved criteria will be distributed amongst the agreed-to list of respondents.

3.2.1 All faculty and staff within the Coordinator I's department will be included on the list.

3.2.2 The Coordinator I will also provide a list of faculty members from outside the department that they wish to have included.

3.2.3 The College may suggest a list that would be appropriate for most Coordinators I to consider for inclusion.

3.2.4 The Coordinator I will also complete the survey as a self-appraisal prior to receiving the results of the other respondents.



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3.3 Institutional Research will collate and transcribe the responses of the survey and send a copy of the collated and transcribed responses to the Coordinator I. The Coordinator I will prepare a development plan in response to the survey results and self-appraisal. The survey results will also be sent to the appropriate Department Head who will meet with the Coordinator I to discuss the results and the development plan.

**4 Performance Appraisal Report**

4.1 The survey results and a copy of the Coordinator I's self-appraisal and development plan will form the performance appraisal report. The report shall be signed by the appropriate Department Head and Coordinator I to indicate that the performance appraisal process has been completed. The report shall be included in the Coordinator I's performance appraisal file as per Article 15.4 and 15.4.1.

4.2 A Coordinator I will be deemed to have received a performance appraisal if one has not been completed within the first year of the second or subsequent 3-year term of appointment.

**5 Joint Steering Committee**

The Joint Steering Committee shall be responsible for approving the instruments and procedures of performance appraisal and will hear any submissions on their efficacy. The Joint Steering Committee may make revisions to the instruments and procedures and shall notify the College and Association when it does so.

**6 Grievance Procedure**

These procedures shall be subject to the grievance procedure in the Agreement.

**APPENDIX IX - PROFESSIONAL DEVELOPMENT FUNDS**

**(Pursuant to Article 6.6.8)**

1. The College shall maintain a Non-Salary Cost Budget Line for the purpose of providing faculty members with professional development funds for the term of the Agreement.
2. The Budget Line shall be established at a level of \$100,000 for each fiscal year of the Agreement. The College agrees to allow for carry-over of a maximum of 20% of the allocation in any one year to the following fiscal year.
3. The Professional Development Non-Salary Cost Budget Line shall be located in the College budget but administered by a 3 person committee of the Association. There shall be 2 such Committees.
4. The College shall provide an amount of \$5,000 to pay for release time for members serving on the Committees.
5. The Committees shall be responsible for the approval and allocation of professional development funds in accordance with the criteria and procedures outlined in Appendix X, (Guidelines for the Allocation of Professional Development Funds for VCCFA Members).

## **APPENDIX X - GUIDELINES FOR THE ALLOCATION OF PROFESSIONAL DEVELOPMENT FUNDS FOR VCCFA MEMBERS**

### **1 Agreement**

1.1 These Guidelines are pursuant to Appendix IX, (Professional Development Funds).

1.2 Any dispute arising out of the application or interpretation of these Guidelines shall be grievable under the terms of Article 12, (Grievance Procedures of the Agreement).

### **2 Introduction**

2.1 The policies, procedures and overall allocation of the PD funds budget shall be administered by a 6-person committee of the Association. This committee shall meet to discuss policy and procedural issues. There shall be 2 subcommittees of the aforementioned group, consisting of 3 members from each campus, who shall be responsible for monitoring allocations at their respective campus.

2.2 Four members of the PD Funds Committee must be present to establish a quorum; 2 members of the Subcommittees must be present. Members can transfer between Sub-committees to supply numbers to maintain quorum.

### **3 General**

3.1 Professional development funds are for the purpose of providing financial assistance for expenses incurred by activities related to or involving eligible professional development endeavours. According to Article 6.6.1 "professional development is faculty member-initiated activity intended to develop or improve instructional skills or methods; to develop, improve or review program, course or curriculum materials; to maintain currency in the faculty member's subject area; or, to gain additional knowledge and professional competence in the faculty member's subject area".

3.2 The funds may be used to assist in registration, transportation, accommodation or eligible purchases related to professional development activities which are relevant to an faculty member's professional development. Funds allocated may not be sufficient to cover the entire cost of an event or expenditure.

### **4 Eligible Activities**

4.1 The definition of professional development activities for fund allocation includes the following:

- Applied Research/Publishing;
- Conferences;

*Appendix X – Allocation of PD Funds*

- Courses/Programs (including those required to complete a diploma or degree program)\*;
- Liaison/Visits with Industry
- Memberships/Subscriptions;\*\*
- Performing/Presenting;
- Purchase of books;
- Purchase of software **with IT approval only, if to be used in the performance of the faculty member's duties**;
- The cost of basic home internet service;
- Purchase of computer hardware and devices **as approved by IT** that are used in the performance of the faculty member's duties;
- Purchase of specialized supplies necessary for workshops or other specific professional development activities;
- Seminars/Workshops;
- Study of new techniques and technology; and
- Other approved activities.

\* Most courses offered through the College (within regular programs and the Centre for Continuing Studies) have tuition fees waived. Courses pertaining to the faculty members' Provincial Instructor Diploma have tuition reimbursed after successful completion. Fees for other regular College programs may also be reimbursed. The PD Funds budget does not cover tuition fees that have been waived or are eligible for reimbursement through other College funds.

\*\* All attempts should be made to have departmental budgets pay for memberships so all may benefit. Departmental and institutional memberships should also be sought. Where funds are not available in department budgets, the PD Funds Budget will fund individuals to purchase memberships that publish materials that enhance professional knowledge. Some journals and newsletters are made available through the library.

- 4.2 When materials are purchased from individual professional development funds, the ownership of the item(s) purchased resides with the College and the control of usage remains with the individual. Items purchased will reside in the faculty member's

department after the individual determines the expiration of their professional project or activity.

## **5 Ineligible Expenses**

- 5.1 The PD Funds Budget does not cover office supplies such as paper, pens, etc.
- 5.2 The PD Funds Budget does not cover travelling expenses or accommodation when faculty members' main reason for travel is vacation which includes attending a professional development event. Specific fees such as registration and books will be covered for the professional development activity.
- 5.3 The PD Funds Budget does not cover the payment of professional dues such as licenses, recertification, etc.
- 5.4 PD Funds are not to be used to cover the cost of a substitute faculty member.

## **6 Eligible Faculty Members**

- 6.1 To be eligible for professional development funds under Appendix IX (Professional Development Funds), a faculty member must be eligible for professional development under Article 6.6.2 or 6.6.2.1 of the Agreement, provided that:
  - a) faculty members returning from leave are not eligible for professional development and professional development funds unless they are able to perform 7 months of duty within the fiscal year and
  - b) faculty members on approved education leave under Article 8.3 of the Agreement shall be entitled to access professional development funds under Appendix IX (Professional Development Funds) during such leaves.
- 6.2 Department Heads will be contacted on May 1 of each fiscal year to supply an estimate of the number of faculty in the department eligible for professional development funding.

## **7 Allocation of Funds**

- 7.1 The allocation for each fiscal year will be determined by the PD Funds Committee and the membership will be informed of their allocation.
- 7.2 All activities receiving funding approval must be carried out within one fiscal year. Requests may be approved by the PD Funds Subcommittee for activities taking place in the next fiscal year but payment would come from the following fiscal year's PD funds budget. Payment will be available only after the allocation of the new fiscal year has been determined.

## **8 Responsibilities**

*Appendix X – Allocation of PD Funds*

- 8.1 Only members of the PD Funds Committee will have the authority to approve or deny a PD funds request, including requests for advanced funds. Only members of the PD Funds Committee will have the authority to release funds from the Association PD Funds budget.
- 8.2 The PD Funds Committee shall be solely responsible for approving applications from faculty members for funds to be utilized with respect to professional development and the disbursement of such funds. The chair of each PD Funds Subcommittee, or delegate, will sign as approving each request and will provide a budget number for Financial Services.
- 8.3 The PD Funds Subcommittees will monitor the use of the funds and will keep records of the allocations in cooperation with Financial Services. The Subcommittees will meet on a regular basis to adjudicate applications. Approval for PD funds may take up to 4 weeks.
- 8.4 Approval for PD funds for members serving on the PD Funds Committees shall be handled by the Association Executive if there is not consensus within the Subcommittees regarding the request.

**9 Application Procedure**

- 9.1 All requests for professional development funds must be presented, in writing, in the form of a project or activity which enhances professional knowledge. To receive professional development funds, these projects may utilize all or part of the faculty member's available professional development days (Article 6.6.2) OR may take place on the faculty member's own time.
- 9.2 A faculty member will request professional development time and/or funds through the "Leave & Expense Report Form". In order to receive funds from the PD Funds budget, applicants complete the VCCFA Professional Development Funds Money Request form. A faculty member may request **their** allotment of PD funds with any professional development activity as long as the individual's annual allocation has not been exceeded. A PD Funds request must pertain to or be related to professional development. A brief description must be included in the funds request.
- 9.3 When a PD request is approved (see Article 6.6.6) and an application for funds has been made, copies of the "Leave & Expense Report Form" will be sent by the appropriate Dean or Director to the PD Funds Committee for approval. The PD Funds Subcommittees will review the application and inform the faculty member whether their request for funds has been approved.
- 9.4 Within one month of the completion of professional development, faculty members who have received approval to use PD funds shall submit their receipts to the PD Funds Subcommittee with a copy of their approved request. Official receipts,

*Appendix X – Allocation of PD Funds*

cancelled cheques or credit card receipts will be required. The receipts will be forwarded to Financial Services.

- 9.5 In some situations where a faculty member requires an advance of funds, monies will be forwarded as soon as possible and receipts will be supplied to the PD Funds Subcommittee upon completion of the activity. Faculty members will reimburse the College for any funds received in excess of expenditures. All requests for advanced funds must be approved by the PD Funds Committee.
- 9.6 Prior approval must be received from the PD Funds Committee for all purchases. Any exceptions will be considered on an individual basis and will require appropriate documentation and description.
- 9.7 Faculty members may be required to complete purchase order requisitions for specific materials or equipment. The PD Subcommittee will inform faculty members when such documentation is required.
- 9.8 Under no circumstances will PD funds be used to purchase equipment or materials for departmental or classroom use.

**10 Pooling of PD Funds**

- 10.1 PD Funds are intended for individual professional development. However, under certain circumstances, pooling of funds may be desirable.
- 10.2 After discussion, faculty members may pool all or part of a faculty member's PD funds to finance large endeavours such as a faculty member attending an event outside the province, bringing a special guest in for a seminar or workshop or organizing a group professional development activity. Requests for pooling must first be made to the PD Funds Subcommittee and approved. ALL faculty members involved in the merging of funds must voluntarily sign the request to signify agreement with the plan.
- 10.3 Requests must be \$50 minimum per faculty member
- 10.4 All plans to pool PD funds must be restricted to the current fiscal year and must not impact on future years. The PD Funds Subcommittee will not be a party to pooling arrangements that affect subsequent years.

**11 Timelines for Requests for PD Funds**

- 11.1 All requests for PD funds must be made by the last day of February of each fiscal year.
- 11.2 All receipts must be submitted to the PD Funds Subcommittee by March 15 to be included in the current fiscal year.

**12 Unused Funds**

*Appendix X – Allocation of PD Funds*

12.1 Any PD funds remaining as of March 31 will be used to provide “top-up” to faculty members. “Top-up” funds shall be provided equally to faculty members who have requested PD funds and who have spent more than the maximum amount allocated to them prior to March 31.

**13 Appeal Procedure**

13.1 Written appeals of any decision by the PD Committee or Subcommittee will be addressed by the Executive of the Association.



## APPENDIX XI - ADJUDICATED PROFESSIONAL DEVELOPMENT FUNDS

(Pursuant to Article 6.6.8)

1. The College shall maintain a Non-Salary Cost Budget Line for the purpose of providing faculty members with Adjudicated Professional Development Funds for the term of the Agreement.
2. The Budget Line shall be established at the amount of **\$65,000** for each fiscal year of the Agreement.
3. These funds will be administered by a joint committee of at least 2 representatives of the College and 2 representatives of the Association.
4. This Committee will develop a mutually agreed upon process and procedure based on the following:
  - faculty members must apply to the Committee for the funds;
  - disbursement will be by an adjudication process; and
  - monies are only available for “hard costs” (for example: costs for courses and conferences) directly related to the faculty member’s program or area.

**APPENDIX XII - COMMON FACULTY PROFESSIONAL DEVELOPMENT  
COMMITTEE**

Pursuant to Article 6.6.8 and Article 16 of the Common Agreement establishing a Common Faculty Professional Development Fund, the parties agree to the following:

1. The Common Faculty Professional Development Fund process will include the establishment of a joint committee of at least one representative of the College and one representative of the Association, to a maximum of 2 representatives each. The joint committee will adjudicate applications and make recommendations for approval to the College's applicable senior administrator(s).
2. This Committee will operate on the basis of mutually agreed process and criteria established in Guidelines which the parties will annually review and amend as necessary.

## **APPENDIX XIII - SPLIT SHIFTS**

### **LETTER OF AGREEMENT**

The College in consultation with the Association will endeavour to improve the working conditions of those whose assigned duty is split, causing a work day which is not completed within 6.5 hours.

1. The College will provide access to clean and safe change rooms with shower facilities at each campus.
2. The College will provide a lounge space on each campus where faculty members can relax during the time between shifts.
3. The College will provide office space at each campus and access to telephone, computer and photocopier.
4. At the request of either the College or the Association, the parties will establish a joint committee consisting of 2 members of College administration and 2 members of the Association to consider any unresolved issues affecting faculty members working evening, weekend and split shifts including but not limited to:
  - resources available
  - services, hours or work, and
  - implication of working unsociable shifts.

## APPENDIX XIV - DEPARTMENT LEADER RELEASE

1. The parties acknowledge that the Department Leaders provide a valuable role at the College. The current responsibilities and duties of Department Leaders vary widely across the College.
2. Effective on ratification of this Agreement, the total amount of Department Leader release time available for distribution in each fiscal year will be the greater of the following:
  - a) **5276** days; or
  - b) the number of days that is equal to the total number of student FTEs reported in the audited Ministry FTE Summary for the College for the previous fiscal year, multiplied by 0.696.
4. The total amount shall be allocated as per the following Department Leader Release Chart.
  - a) Departments will get a minimum of 35 days.
  - b) The School of Instructor Education (SIE) and the Learning Centre will each get 35 days.
  - c) Departments with retail activities will be recognized.
5. **Additional Department Leader release days will be allocated by the Dean as follows:**
  - 1) seven release days to each department transitioning to a new Department Leader;
  - 2) five release days to each department undergoing accreditation or a program renewal;
6. It is not the intention of the College to alter the current Department Leader release allocation. Any decision by the Board to alter the existing budget allocation for Department Leader release will be based on significant program changes and will only be taken after consultation between the College and the Association. Any subsequent adjustments required will be made in a way that results in the least possible impact to the affected department or area.

### Department Leader Release Chart

	Instructional Departments	Release Days
1	Visually Impaired	50
2	Community & Career Education	101
3	College & Career Access	329
4	Basic Education	180
5	Humanities	90
6	Mathematics	90
7	Science	135
8	Deaf & Hard of Hearing	67.5
9	American Sign Language (ASL) & Deaf Studies	69
10	English as an Additional Language	450
11	TESOL	90
12	Language Instruction for Newcomers to Canada (LINC)	
13	Jewellery Art & Design	45
14	Computer Aided Design (CAD) & Building Information Modelling (BIM) Technologies	90
15	Auto Collision Repair	135
16	Automotive Service Technician	135
17	Heavy Duty Commercial Transport	135

## Appendix XIV – Dpt Leader Release

18	Digital <b>Media</b> Design	44
19	Hair Design / Esthetics	135
<b>20</b>	Continuing Care	180
<b>21</b>	Practical Nursing	270
<b>22</b>	Bachelor of Science in Nursing/Health Unit Coordinator	<b>225</b>
<b>23</b>	Allied Health	90
<b>24</b>	Dental Hygiene	90
<b>25</b>	Certified Dental Assisting / Dental Reception Coordinator	135

<b>26</b>	Denturist & Dental Technology	67.5
<b>27</b>	Applied Business	<b>180</b>
<b>28</b>	Baking & Pastry Arts	104
<b>29</b>	Culinary Arts	270
<b>30</b>	Asian Culinary Arts	45
<b>31</b>	Hospitality Management Diploma & Degree	270
<b>32</b>	Music	135
<b>33</b>	<b>Computer Systems Technology</b>	<b>90</b>
<b>34</b>	<b>Electronics Repair Technology</b>	<b>90</b>
<b>35</b>	<b>Medical Laboratory Assistant</b>	<b>72</b>
<b>36</b>	<b>Occupational Physical Therapist Assistant</b>	<b>90</b>
<b>37</b>	<b>Pharmacy Technician</b>	<b>72</b>
<b>38</b>	<b>Business Management</b>	<b>45</b>

## Appendix XIV – Dpt Leader Release

<b>39</b>	<b>Project Management</b>	<b>45</b>
<b>40</b>	<b>Accounting &amp; Marketing Technology</b>	<b>45</b>
	<b>Sub-Total: Instructional Departments</b>	<b>4981</b>

<b>Instructional Service Departments &amp; SIE</b>		
<b>41</b>	<b>Counselling Services</b>	<b>45</b>
<b>42</b>	<b>Disability Services</b>	<b>45</b>
<b>43</b>	Library Services	45
<b>44</b>	Learning Centre •	35
<b>45</b>	<b>School of Instructor Education</b>	35
<b>46</b>	<b>Trades Success Centre</b>	<b>90</b>
	Sub-Total: Instructional Services & SIE	<b>295</b>
	<b>TOTAL: RELEASE DAYS</b>	<b>5276</b>

## **APPENDIX XV - HEALTH NURSES**

### **LETTER OF UNDERSTANDING**

The parties have agreed to delete the definition of and references to Health Nurses, temporary and casual faculty members and the associated Articles from this Agreement.

In the event the College re-establishes health nurse positions, the parties further agree that:

- a) the definition of and references to Health Nurses, temporary and casual faculty members in the local Collective Agreement dated April 1, 2001 to March 31, 2004 will be used as a reference for the parties and understood to be incorporated into the local Collective Agreement in force at the time; and
- b) the associated Articles applying to Health Nurses, temporary and casual faculty members in the local Collective Agreement dated April 1, 2001 to March 31, 2004 will be incorporated into the local Collective Agreement in force at the time. When incorporating the associated Articles, the parties agree to make changes to articles to achieve consistency with the parallel articles for faculty members. Any changes to the Articles will be made by mutual agreement.



## **APPENDIX XVI - ASSISTANCE FOR INSTRUCTORS TEACHING STUDENTS WITH DISABILITIES**

### **LETTER OF UNDERSTANDING**

The College acknowledges that some instructors may require additional resources to provide an appropriate learning environment for students with disabilities.

To assist instructors working with students with disabilities, the College will:

1. Provide workshops to assist instructors in achieving success for students with disabilities that include the accommodation process, available resources for students and instructors, classroom-student-instructor management and instructional support.
2. Provide mentoring, assistance or training for instructors who teach students with disabilities.

**The Faculty Association may request consultation with the College, or make recommendations to the College on the following:**

- **the process for accommodating students with disabilities, available resources and support mechanisms for students with disabilities and faculty members who interact with such students as part of their assigned duties,**
- **the means for providing an appropriate learning environment for students with disabilities and request consultation on the recommendations.**

## APPENDIX XVII - INSTRUCTIONAL ASSOCIATES

### Letter of Understanding

#### Between

Vancouver Community College  
and  
VCC Faculty Association

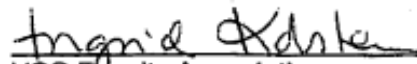
Re: Instructional Associates

The Union and College agree to the following:

This agreement is without prejudice or precedent to the parties' respective positions regarding any grievance arising out of the November 19, 2002 Consent Award from Stephen Kelleher.

1. The parties will use the attached revised Appendix 'A' as the Job Description for Instructional Associates.
2. Instructional Associates will be administratively placed in the Centre for Instructional Development.
3. Instructional Associates will be eligible to apply for a second three year term.
4. The parties will meet to review this agreement by May 1, 2008.
5. The provisions of this Letter of Understanding are subject to Article 12 of the Collective Agreement.

  
Vancouver Community College

  
VCC Faculty Association

July 13, 2007  
Date

**Agreed Revised Appendix “A”**  
**to**  
**November 19, 2002 VCC/VCCFA Consent Award**  
**Instructional Associates**  
**Job Description**

**General Statement**

Instructional Associates are responsible to the Dean of the Centre for Instructional Development (“the Centre”) and hold faculty positions. They are covered by the Collective Agreement between the College and the VCCFA.

**General Areas of Responsibility**

The Instructional Associates work with Department Heads, Deans and Directors and are expected to assume duties in the following areas of responsibility:

- Program, curriculum and instruction and related projects initiated by the Education Schools and Centres and the Educational Service Areas
- Planning, development and implementation of the Centre’s short and long term plans
- Responsibilities as set out in the Collective Agreement for Instructional Associates

**Specific Duties**

In consultation with the Dean of the Centre, Instructional Associates will organize themselves to do the following:

1. Chair Department Head, Assistant Department Head and Coordinator Selection Committees and facilitate the process
2. Participate in the Area Hiring Recommendation Committees for the appointment of regular faculty members, and term or auxiliary faculty members when requested
3. Support Department Heads, Assistant Department Heads and Coordinators by mentoring and coaching
4. Participate in ongoing Department Leader orientation, including the delivery of orientation workshops
5. Organize and conduct program reviews in accordance with College Policy

Additionally, as assigned by the Dean of the Centre (and after consultation with the Instructional Associates as a group), the Instructional Associates will:

*Appendix XVII – Instructional Associates*

6. Undertake specific activities related to the development and implementation of the College's and Centre's annual and long term plans in support of teaching and learning at the College
7. Facilitate the development of curriculum for existing offerings and additional programs or courses within the Education Schools and Centres and the Educational Service Areas and/or College-wide
8. Help determine and meet the professional development needs of faculty members on an area, Department, School, Centre or College-wide basis
9. Facilitate the implementation of program review recommendations
10. Attend and participate in Education School and Centre meetings, Program Advisory Committee meetings, Educational Service area and College-wide meetings
11. Conduct research and other projects related to teaching and learning at the College on a School, Centre or Educational Service area or College-wide basis
12. Enhance relationships with business, industry and other external partners
13. Undertake other related responsibilities.

**APPENDIX XVIII - CURRICULUM DEVELOPMENT FUNDS**

The College will ensure that faculty representatives are included on any committee established by the College to discuss and approve proposals for the use of curriculum development funds.

**APPENDIX XIX - MATERNITY LEAVE, PARENTAL LEAVE AND ADOPTION LEAVE FOR TERM AND PART-TIME REGULAR FACULTY MEMBERS**

1. For the purposes of this Appendix, a “term faculty member”:
  - a) means a term faculty member who has held contracts of employment for a minimum of six months as provided in Article 4.11.4(c); and
  - b) includes a part-time regular faculty member who is eligible for top-up term appointments as provided in Articles 4.10.4 and 4.11.4(b). The provisions of this Appendix apply only to the top-up term portion of the part-time regular faculty member’s appointments.
2. The provisions of this Appendix are intended to set out the entitlement of term faculty members to maternity, parental and/or adoption leave and to ensure that term faculty members are in the same, but not better, position with respect to accrual of seniority and days toward regularization that they would have been had the leave not been taken.
3. For the purposes of and subject to the Procedures in this Appendix, Articles 8.14 and 8.15 will be interpreted as follows:
  - a) in the case of a term faculty member who is the parent giving birth, for a maximum period of 78 consecutive weeks, the term faculty member will be eligible for:
    - i) maternity leave for up to 17 consecutive weeks, beginning no earlier than 13 weeks before the expected birth date and no later than the actual birth date;
    - ii) parental leave for up to 61 consecutive weeks, which must begin immediately after the end of the 17 week period described above;
  - b) in the case of a term faculty member who is the parent other than the parent giving birth, the term faculty member will be eligible for a maximum period of 62 consecutive weeks of parental leave, which must begin within 78 weeks of the birth of the child; and
  - c) in the case of adoption, the term faculty member will be eligible for a maximum period of 62 consecutive weeks of adoption leave, which must begin within 78 weeks after the child is placed with the adopting parent.

The leave period granted shall be inclusive of the entitlement, if any, of the term faculty member to maternity, parental and/or adoption leave under the *Employment Standards Act*. Further, the provisions set out in section 54 of the *Employment Standards Act* apply to leaves taken pursuant to this Appendix.

4. It is understood that no term faculty member who, while on maternity, parental and/or adoption leave from the College, accepts work elsewhere, is entitled to remain on maternity, parental and/or adoption leave.
5. It is understood that if a term faculty member accepts a term appointment and returns to work, the eligible leave period is ended and the term faculty member is not entitled to any further maternity, parental and/or adoption leave in relation to that child or those children.

### **Procedure**

6. If a term faculty member wishes to request maternity, parental or adoption leave, such request shall be in writing and the term faculty member shall provide the College with a doctor's certificate indicating the expected due date, or in the case of adoption, shall provide the College with some evidence of entitlement to the leave. As far as possible, a term faculty member should apply for maternity, parental and/or adoption leave at the time when the term appointment is offered or when the need for maternity, parental and/or adoption leave is known.
7. Subject to the terms of this Appendix, where term work is available, a term faculty member who has requested maternity, parental and/or adoption leave will be offered term appointments to which the term faculty member would otherwise be entitled in accordance with Articles 4.11.4(b) and 4.11.4(c) and departmental procedures. Specifically, term faculty members will be contacted by the Dean or delegate, or Department Head, in the usual manner, when term work is available and offered appointments in accordance with Articles 4.11.4(b) and 4.11.4(c).
8. If the term faculty member accepts the appointment(s), the term faculty member may apply for maternity, parental and/or adoption leave (whichever is applicable) from such appointment(s). The College will grant the leave request in accordance with this Appendix. If there is no appointment to which the term faculty member would have been entitled, the term faculty member will not be considered to be on leave.
9. If the leave requested is to commence or expire during a term appointment, the term faculty member shall advise the Dean or delegate, or Department Head, at the time the term faculty member accepts the term appointment that they will be on leave for a portion of the appointment. The term faculty member and the College shall meet to attempt to reach agreement on the work to be performed by the Instructor during the appointment. Such work will be as per Article 6.1 or other duties as agreed between the parties. Should the College and the term faculty member not reach agreement, the College has the right to determine and schedule the term faculty member's duties, as it deems appropriate.

*Appendix XIX – Mat, Pat, Adopt Leave for Term/Part*

**Regularization and Seniority**

10. For the purposes of Article 4.12 (Regularization) and Article 10.1.4 (Seniority for Term Instructors) term faculty members will accrue seniority and days toward regularization for up to:
- a) 78 weeks from the commencement of any maternity and/or parental leave, in the case of a term faculty member who is the parent giving birth;
  - b) 62 weeks from the commencement of the parental leave, in the case of a term faculty member who is the parent other than the parent giving birth; or
  - c) 62 weeks from the commencement of the adoption leave, in the case of a term faculty member who is adopting.

Within these timeframes, seniority and days toward regularization will accrue only for the time period(s) of appointments to which the term faculty member would be entitled pursuant to Article 4.11.4(b), 4.11.4(c), 4.12.3 and 10.1.4.1.

11. Should a term faculty member who has completed two satisfactory evaluations in accordance with the evaluation process set out in Article 16 and Appendix VII (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members) accrue sufficient duty days toward regularization during the period of the term faculty member's maternity, parental and/or adoption leave, that term faculty member will be regularized forthwith in accordance with Article 4.12.1 for purposes of being offered appointments and accruing seniority. Should regularization occur at less than 100% time status, top-up term appointments will be offered to the term faculty member (now regularized) in the usual manner as per Article 4.11.4(b). If the term faculty member accepts the offers, the term faculty member will be granted the appointments and will be placed on leave therefrom and shall accrue seniority and days worked for the purpose of credit for time status. On the term faculty member's return to work, the term faculty member shall be entitled to all benefits as a permanent regular faculty member in accordance with their time status.
12. Should a term faculty member who has completed only one successful evaluation in accordance with the evaluation process set out in Article 16 and Appendix VII (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members) accrue sufficient days toward regularization during the period of their maternity, parental and/or adoption leave, that term faculty member shall be offered work and accrue seniority as though the evaluation process had been successfully completed and they had been regularized.

If the term faculty member would have been regularized at less **than** 100% time status, top-up term appointments will be offered to the term faculty member in the usual manner as per Article 4.11.4(b). If the term faculty member accepts the offers, they will be granted the appointments and will be placed on leave therefrom and shall accrue seniority and days worked for the purpose of credit for time status.

On the term faculty member's return to work, that term faculty member will continue to be offered work and accrue seniority as though they had been regularized, but they



*Appendix XIX – Mat, Pat, Adopt Leave for Term/Part*

will not be regularized until such time as they have completed two successful evaluations in accordance with Article 16 and Appendix VII (Guidelines for the Evaluation of Term and Probationary Regular Faculty Members). The College shall initiate the evaluation process within 2 months of the term faculty member's return to instructional duties. Once that term faculty member successfully completes the evaluation process, the term faculty member shall be regularized for purposes of seniority accrual retroactive to the first of the month following the date on which the time requirement for regularization was met. During the period prior to the second successful evaluation, the term faculty member will be treated as a term faculty member for all other purposes and there will be no retroactivity for these other purposes if the second evaluation is successful.

13. A term faculty member who is regularized during the period of their maternity, parental and/or adoption leave or who is on maternity, parental and/or adoption leave and is regularized subsequently upon return to work is not entitled to parental leave following such maternity, parental and/or adoption leave.

**Benefits and Pension**

14. A term faculty member who is the parent giving birth is entitled to and the College shall make premium contributions for benefits for which the College is normally responsible for a maximum of 78 consecutive weeks, from the commencement of the leave; provided that during such periods the term faculty member has been granted and is taking leave from appointments of 50% or more time status. The term faculty member will accrue vacation (if applicable pursuant to Article 7.5.3), sick leave credits and increment entitlement during the period of the maternity and parental leave, based only on the appointments to which the term faculty member would be entitled.
15. A term faculty member other than the parent giving birth or who is an adopting parent is entitled to and the College shall make premium contributions for benefits for which the College is normally responsible for a maximum of 62 consecutive weeks, from the commencement of the leave; provided that during such periods the term faculty member has been granted and is taking leave from appointments of 50% or more time status. The term faculty member will accrue vacation (if applicable pursuant to Article 7.5.3), sick leave credits and increment entitlement during the period of the parental or adoption leave, based only on the appointments to which the term faculty member would be entitled.
16. For purposes of the *Public Sector Pension Plans Act* any maternity, parental and/or adoption leave will be coded appropriately to ensure that if possible under the Act, a term faculty member who wishes to purchase service for the period of the maternity, parental and/or adoption leave will only be required to pay their portion of the pension contribution for the period, up to the maximum established by the Act. The coding will begin no later than the date upon which the maternity, parental and/or adoption leave begins. In no case will this provision obligate the College to pay any portion of the employee's pension contributions should the term faculty member wish to purchase service for any such leave periods.

## **APPENDIX XX - FLEXIBLE WORK AGREEMENT – CONTINUING CARE**

### **LETTER OF AGREEMENT**

Further to Article 6.3.7 of the Collective Agreement between the College and the Faculty Association, the parties agree to waive Article 6.3.4 and also agree to waive Article 6.3.1, with regard to full-time Instructors in Continuing Care. The parties agree that this will include Probationary Regular, Term and Auxiliary Instructors as follows:

- a) Instructors in Acute Care Skills Area for Home Support/Resident Care Attendant in the Continuing Care Department will have a maximum of 30 hours of assigned duty per week during clinical courses. The 30 hours of assigned duty shall be 6 hours of assigned duty per day for five consecutive days of assigned duty per week.
- b) Notwithstanding (a) above, the total assigned duty hours per year for Instructors shall not exceed the total number of assigned duty hours that would have been assigned per year, if this Agreement had not been in place.
- c) Instructors in Continuing Care with 30 hours of assigned duty per week will get time off in lieu by a reduction in the number of assigned duty hours in a given week as mutually agreed between the Instructor and the Dean.
- d) Meal breaks of one hour and two fifteen-minute breaks as provided in Article 6.3.5 will continue to remain in effect.
- e) All salary, seniority, vacation, sick time accrual and any other benefits and entitlements shall be calculated as though the instructors were working a maximum of 25 hours of assigned duty per week. Because the total number of assigned duty hours shall not exceed the normal annual average, these terms and conditions will not result in a gain or loss in benefits or rights under the Collective Agreement.
- f) The pro rating provisions for part-time Instructors under Article 6.3.2 will continue to be in effect and will apply with regard to all of the provisions stated above.

The Instructors in Continuing Care have agreed to this flexible work arrangement. All new Instructors to the area of Continuing Care and all current Instructors who voluntarily agree will be subject to this Letter of Agreement.

LOA – Feb 2007

## **APPENDIX XXI - FLEXIBLE WORK AGREEMENT – PRACTICAL NURSING**

### **LETTER OF AGREEMENT**

Further to Article 6.3.7 of the Collective Agreement between the College and the Faculty Association, the parties agree to waive Article 6.3.4, and also agree to waive Article 6.3.1 with regards to full-time instructors in Practical Nursing.

- a) Full-time instructors in Practical Nursing will have a maximum of 30 hours of assigned duty per week. The thirty hours of assigned duty shall be six hours of assigned duty per day for five consecutive days of assigned duty per week.
- b) Notwithstanding (a) above, the total assigned duty hours per year for full-time instructors in Practical Nursing shall not exceed the total number of assigned duty hours that would have been assigned per year, if this Agreement had not been in place.
- c) Instructors in Practical Nursing with thirty hours of assigned duty per week will get time off in lieu by a reduction in the number of assigned duty hours in a given week as mutually agreed between the Instructor and the Dean.
- d) Meal breaks of one hour and two fifteen-minute breaks as provided in Article 6.3.5 will continue to remain in effect.
- e) All salary, seniority, vacation, sick time accrual and any and all other benefits and entitlements shall be calculated as though the instructors were working a maximum of twenty five hours of assigned duty per week. Because the total number of assigned duty hours shall not exceed the normal annual average, these terms and conditions will not result in a gain or loss in benefits or rights under the Collective Agreement.
- f) The pro rating provisions for part-time Instructors under Article 6.3.2 will continue to be in effect and will apply with regard to all of the provisions stated above.

The Instructors in Practical Nursing have agreed to this flexible work arrangement. All new Instructors to the area of Practical Nursing and all current Instructors who voluntarily agree, will be subject to this Letter of Agreement.

LOA – February 2005

## **APPENDIX XXII - SELECTION OF THE COORDINATOR, LEARNING CENTRE**

### **LETTER OF UNDERSTANDING**

Regarding the selection of the Coordinator, Learning Centre, which is a department comprised primarily of CUPE members, the College and the Faculty Association agree to the following procedures:

1. The selection process and composition of the Selection Committee will be as per Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates).
2. The Selection Committee will meet to short list the candidates.
3. An informal meeting will be arranged prior to the interview date for candidates to meet with the CUPE staff in the department or area.
4. These meetings will be scheduled individually. Each candidate will have the opportunity to make a brief presentation and answer questions.
5. The Chair of the Selection Committee and the administrator named by the appropriate Vice President will also attend the meetings and the Chair of the Selection Committee will present the information to the Selection Committee.
6. The Selection Committee will receive and consider any comments submitted by CUPE staff regarding the candidates.
7. The interviews will be scheduled and conducted as per Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates) of the Collective Agreement

LOU – November 2005

**APPENDIX XXIII - APPOINTMENT OF INSTRUCTIONAL FACULTY IN THE SCHOOL OF INSTRUCTOR EDUCATION**

**LETTER OF UNDERSTANDING**

1. If the School of Instructor Education (SIE) has need of an instructor to perform instructional duties in substitution for a regular or term instructor for a period(s) not to normally exceed 19 duty days, it shall appoint an auxiliary employee who has successfully completed the process set out in Article 4.5.2.
2. Regular instructors in the SIE will select the courses they wish to teach within the Lower Mainland of B.C. for which they are qualified to teach. (They will do this by seniority: the most senior such instructor selecting first.) If there are not enough courses in the Lower Mainland to comprise a complete workload for a regular instructor, the instructor may select courses that are outside the Lower Mainland.
3. If the SIE determines there is available work in addition to the work performed by the regular instructors in the SIE, it will offer such available work as term appointments pursuant to Article 4.11.4 if such work:
  - a) is for a complete course of instruction even if for 19 consecutive duty days or less, and
  - b) is within the Lower Mainland of B.C.

If such work is outside the Lower Mainland, the SIE will first attempt to hire a qualified individual on term appointment from the local area. If no such individual is available, the SIE will offer such work as a term appointment pursuant to Article 4.11.4.
4. In the event that a term instructor's appointment is cancelled, the instructor, whose term appointment was cancelled, shall be offered a term appointment that has
  - a) not commenced; and
  - b) been assigned to a less senior term employee.

In the event that a term instructor's appointment is cancelled after the initial start date of the appointment, Article 5.3.4 will apply.

LOU – January 2008

## APPENDIX XXIV - ASSIGNED DUTY IN DESIGNATED AREAS

### SETTLEMENT AGREEMENT

1. Article 6.1.2 duties for Instructors as specified in point 3 below will be in accord with the workload profiles currently in place for each of the University Transfer areas and for each area in Music (Diploma and Degree) and for each area in Hospitality Management (Diploma and Degree).
2. Article 6.1.3 duties for Instructors as specified in point 3 below will be in accord with the workload profiles currently in place for each of the University Transfer areas and for each area in Music (Diploma and Degree) and for each area in Hospitality Management (Diploma and Degree).
3. Instructors at the College who are employed at 50% or more and teaching in one of the following:
  - University Transfer first year courses;
  - Areas in Music (Diploma and Degree); or
  - Areas in Hospitality Management (Diploma and Degree)will have within their assigned duty a maximum of 20 days of additional other assigned duty as per the guidelines below:
  - a) Regular instructors employed at 100% employment and fully scheduled into one of the areas referred to in paragraph 3 above will receive 20 days of additional other assigned duty in accord with paragraph 5 below.
  - b) Regular instructors scheduled less than 100% and teaching in one of the areas referred to in paragraph 3 above for 50% or more but less than 100% shall receive a prorated amount of additional other assigned duties in accord with paragraph 5 below based upon the percentage of assigned duty in that area.
  - c) An instructor in one of the areas referred to in paragraph 3 above who is not able to be scheduled for a prorated percentage of additional other assigned duties because of teaching schedules, within the area or across areas or departments as the case may be, will not be eligible for additional other assigned duties. The College's schedules will prevail.
4. Instructors with term appointments in one of the areas referred to in paragraph 3 above who have taught 50% or more for each of 2 consecutive semesters in one of those areas shall be entitled to a prorated amount of the additional other assigned duties.
5. The additional assigned duties are assigned by the Dean responsible for the area and are duties that specifically further the educational needs of the College as determined by the Dean. The Dean will be responsible to assign duties in consultation with the

*Appendix XXIV – Assigned Duty*

instructor and the Department Head prior to the time scheduled for the additional assigned duty. The Dean at any time may request from an instructor a report and/or evidence that the assigned duty has been undertaken.

6. At no time can additional other assigned duty time be taken as payment in lieu; result in total assigned duty for the fiscal year being more than 100%; or be carried over to the next fiscal year.
7. The Association agrees that as at the date of ratification of this Collective Agreement, there are no outstanding issues between the parties pertaining to the establishment of an academic year and/or access to additional other assigned duty (also referred to as “ninth month duties”) in other departments or areas. This shall not prevent the Association from filing a grievance regarding the interpretation or an alleged violation of this Appendix.

SOA – June 2006

**APPENDIX XXV - SELECTION OF THE COORDINATOR II, SYSTEMS AND  
TECHNICAL SERVICES**

**LETTER OF UNDERSTANDING**

Regarding the selection of the Coordinator II, Systems and Technical Services, which is a department comprised primarily of CUPE members, VCC and the VCCFA agree to the following procedures:

1. The selection process and composition of the Selection Committee will be as per Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates).
2. The Selection Committee will meet to short list the candidates.
3. An informal meeting will be arranged prior to the interview date for candidates to meet with the CUPE staff in the department or area.
4. These meetings will be scheduled individually. Each candidate will have the opportunity to make a brief presentation and answer questions.
5. The Chair of the Selection Committee and the administrator named by the appropriate Vice President will attend the meeting as well. The Chair of the Selection Committee will present the information to the Selection Committee.
6. The Selection Committee will receive and consider any comments submitted by CUPE staff regarding the candidates.
7. The interviews will be scheduled and conducted as per Collective Agreement Appendix XXVIII (Selection Committee Procedure: Department Leaders and Instructional Associates).

LOU – June 2004



**APPENDIX XXVI - RETIREMENT PREPARATION LEAVES**

The College and the Association agree that during the life of the **2022 - 2025** collective agreement, there shall be no retirement preparation leaves offered or granted by the College under Article 8.12.

## **APPENDIX XXVII - ELECTION PROCEDURE: DEPARTMENT LEADERS**

See Article 13.3

### **1. Position Posting**

- 1.1 Prior to the distribution of a job posting, the College shall forward a copy of the posting to the Association for review. The Association shall respond within 5 working days.
- 1.2 The posting takes place as per Article 13.1, (Posting). All timelines may only be waived with the mutual approval of the Association and the College.
- 1.3 Within the posting period, the Association shall notify the appropriate Dean or Director of the Steward or delegate who will chair the election.
- 1.4 The Chair of the election shall, within the posting period, consult with the department or area members, to set the election, to be held no later than 8 weeks prior to the commencement of an appointment. Two weeks notice of the meeting shall be given. The College shall provide clerical support to the election process.
- 1.5 All faculty members in an area or department who in the month of the meeting hold or held term or regular appointments; who are on vacation accrued while they were members of the department or who are on approved leaves of absence shall be eligible to attend and vote.
- 1.6 The Chair shall meet with an Instructional Associate to review the applications in order to ensure that the minimum qualifications for the position have been met.
- 1.7 The Chair shall, in writing, advise all faculty members concerned of the candidates' names in alphabetical order and that arrangements can be made through the appropriate Dean's or Director's office to make the resumes available for review.
- 1.8 All candidates will be notified of the meeting time and that they will have an opportunity to speak for up to 5 minutes.

### **2 Election Meeting**

- 2.1 Candidate resumes will be available at the meeting place for a half-hour prior to the meeting.
- 2.2 After the opening statements of each candidate, the Chair shall then conduct a question and answer period. All candidates shall have the opportunity to respond to each question.
- 2.3 Once the question period has concluded the candidates may offer closing statements of up to 2 minutes.

### **3 Voting Process**

*Appendix XXVII – Elect Procedure – Dpt Ldr*

- 3.1 Voting commences immediately following closing statements and is conducted by secret ballot. When necessary to accommodate extended shifts, the period of balloting may be extended by the meeting.
- 3.2 Valid ballots shall be marked with the name of the candidate chosen or the word "no" if no candidates are deemed satisfactory; when there is only one candidate, ballots shall be marked either "yes" or "no". Any spoiled or blank ballots shall not be considered valid.
- 3.3 Only those eligible as per 1.5 of this Appendix above may vote. There is no proxy voting.
- 3.4 A candidate named on more than 50% of the valid votes cast on a ballot; or, in the case of a single candidate, with more than 50% of the valid ballots marked "yes" shall be considered elected and the meeting is adjourned. (See 3.10 of this Appendix).
- 3.5 When there are more than 2 candidates and no candidate receives more than 50% of the valid votes cast then the candidate with the least votes is eliminated and another ballot is held.
- 3.6 When there are 4 or more candidates and no candidate receives more than 50% of the valid votes cast and a tie occurs between those with the least votes then the tied candidates are eliminated and another ballot is held.
- 3.7 When there are 3 candidates and no candidate receives more than 50% of the valid votes cast and a tie occurs between those with the least votes then another ballot is held with all 3 candidates remaining on the ballot.
- 3.8 When there are 2 candidates and both candidates receive the same number of valid votes then another ballot is held; if they remain tied, the meeting shall be adjourned and reconvened at a convenient time as per 2 of this Appendix, and then 3 of this Appendix. The Chair shall so advise the Association and the appropriate Dean or Director.
- 3.9 When a single candidate does not receive more than 50% of the valid votes cast, the voting process shall be considered complete and the meeting is adjourned. (See 3.10 of this Appendix).
- 3.10 The Chair shall only advise the department or area whether the voting process is complete or not.
- 3.11 Immediately following the meeting, the Chair shall validate the ballot count with a Steward before destroying the ballots.
- 3.12 The Chair shall only advise the appropriate Dean or Director of the name of the successful candidate or if no candidate was successful.

*Appendix XXVII – Elect Procedure – Dpt Ldr*

- 3.13 The Faculty Association shall indemnify and save the College harmless from any grievance or other action related to the voting process or any voting system used.
- 3.14 All costs related to the voting process and any voting system are those of the Faculty Association.
- 3.15 Any voting system used by the Faculty Association must be compatible with the College's IT systems and policies and operate consistent with the information and protection of privacy requirements of the Province of British Columbia.

## **APPENDIX XXVIII - SELECTION COMMITTEE PROCEDURE: DEPARTMENT LEADERS AND INSTRUCTIONAL ASSOCIATES**

**See Articles 13.3 and 13.4**

### **1 Position Posting and Applications**

- 1.1 When a position has been posted for Instructional Associate and for other positions of Department Head, Assistant Department Head or Coordinator where this method has been chosen, a selection committee shall be formed. All applications will be referred to it. A full job description of the position for which the selection is to be made shall be posted and given to the committee members at the time the committee is struck.
- 1.2 The selection committee shall make every effort to conclude its work no later than 8 weeks prior to the commencement of the appointment.
- 1.3 Committee members shall be informed at least 10 duty days in advance of the date, time and place of the interviews.
- 1.4 Applications and supporting documents will be available, in confidence, to committee members at least 10 days prior to the interviews and will be given to committee members at least one day prior to interviews.

### **2 Selection Committee Composition**

#### **2.1 Instructional Associate**

The nominee of the College President as Chair; the appropriate Vice President or delegate; \*a regular faculty member selected by the Association and 2 regular faculty members selected by the faculty members.

\* The faculty member selected by the Association will have voice but no vote in the selection process.

#### **2.2 Department Head and Coordinator II**

An administrator named by the appropriate Vice President; an Instructional Associate in the capacity of Chair; \*a regular faculty member selected by the Association who is not a faculty member in the School or Centre concerned and a faculty member from outside the department involved chosen by the faculty members in the department concerned. Where the number of faculty members in the department concerned exceeds 4 in number, a faculty member from within the department who is not a candidate for the position shall be added to the committee and shall be selected by the faculty members in the department concerned.

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\* The faculty member selected by the Association will have voice but no vote in the selection process.

**2.3 Assistant Department Head and Coordinator I**

An Instructional Associate in the capacity of Chair; the Department Head; \*a regular faculty member selected by the Association who is not a faculty member in the department concerned and a faculty member from outside the department involved chosen by the faculty members in the department concerned. Where the number of faculty members in the department concerned exceeds 4 in number, a faculty member from within the department who is not a candidate for the position shall be added to the committee and shall be selected by the faculty members in the department concerned.

\* The faculty member selected by the Association will have voice but no vote in the selection process.

**2.4 Selection of Selection Committee Members**

**3.1.1 Association Delegate**

a) Depending on the position under consideration either the College President or the Dean or Director shall request in writing from the Association President that an Association delegate to the selection committee be appointed. This delegate shall assume the responsibility for conducting a department or area meeting for the selection of a faculty member(s) to sit on the selection committee, as per 2 of this Appendix through 2.3 of this Appendix.

b) Confirmation of the Association delegate must be forwarded by the Association President to the College President or appropriate Dean or Director in a timely manner. The confirmation letter shall be copied to all constituent groups.

c) It is the responsibility of the Association President to ensure that the Association delegate understands the meeting rules of order and any other items related to the delegate's duties as outlined in these guidelines.

**2.4.2 Department or Area Meeting**

a) A meeting shall be convened by the Association delegate after the closing date for applications. The purpose of the meeting is to provide a forum for discussion and to select members from the department or area for service on the selection committee in accordance with this Agreement. As well, alternates for each delegate must be selected. To ensure maximum attendance, the Association delegate shall give 5 working days' notice of the meeting in writing to each constituent by delivering this notice through email.

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b) The Association delegate shall chair the meeting. Faculty members in a department or area who currently hold term or regular appointments shall be eligible to attend and vote.

c) Applicants may attend and vote.

d) Voting is by secret ballot. The person(s) with the greatest number of votes is the selection committee delegate(s); the person(s) with the next greatest number of votes is the alternate(s). The Association delegate must reinforce the principle of confidentiality and state very clearly that all selection committee members must adhere to this principle. The Association delegate shall inform the selection committee chair in writing of the name(s) of the delegate(s) and alternate(s).

e) If a selected delegate to the selection committee cannot attend the pre-interview meeting or the interview meeting, then the alternate must carry through to the conclusion of the selection committee proceedings. Adequate notice of the selection committee meeting schedules shall be provided to the alternate delegates by the selection committee chair.

**2.4.3 Chair of Selection Committee**

For positions of Coordinators, Assistant Department Heads and Department Heads, the Instructional Associate is selection committee chair.

**3 Pre-Interview Meeting**

3.1 The committee shall meet prior to the interviews allowing sufficient time to ensure an understanding of the applicable provisions of this Agreement and these procedures.

3.2 It is the responsibility of the selection committee chair to set up the pre-interview meeting by alerting all members of the selection committee of the time and place and also to follow up with a confirming memo.

**3.3 Pre-interview meeting tasks:**

- Review of the position posting including the duties, responsibilities and qualifications;
- Determine criteria and process for the short-listing of candidates;
- Review of all applications, both internal and external, in order to determine which applicants meet the criteria;
- Prepare a short-list(s) of the candidates that meet the prescribed criteria;
- Determine the questions to be asked of the applicants that shall be interviewed; and

- Determine the order in which the questions shall be asked.

3.4 At the end of the pre-interview meeting, the chair shall collect all the documentation pertaining to the applicants and the process and remind the selection committee that the information is confidential.

#### **4 Short-listing of Candidates**

4.1 The selection committee at the pre-interview meeting shall determine the process and establish the criteria which determine who will be short-listed.

4.2 All candidates who, in the selection committee's judgement, meet the criteria shall be short-listed. Three short-lists shall be made: one for candidates from within the bargaining unit; one for other instructors of the College and one for external candidates.

4.3 Short-listed candidates shall be interviewed in the following order:

- 1) those from within the bargaining unit; if no candidate is found suitable for the position, then
- 2) those who are not within the bargaining unit but who are instructors of the College; if no candidate is found suitable for the position, then
- 3) external candidates.

If the selection committee selects a candidate as per 4.3(1) or 4.3(2) above then interviewing of candidates on the next short-list shall not proceed.

4.4 A secret ballot shall, upon request of any member of the selection committee, be used to determine the short-lists if this appears helpful.

4.5 The short-listing of at least one candidate is sufficient for the process to continue.

4.6 If at the conclusion of the pre-interview meeting, the selection committee determines that there are no applicants who meet the criteria, the chair shall retain all documentation and forward said documentation along with a memo to the College President or appropriate Vice President, indicating that no suitable candidates were found. The memo shall be signed by all selection committee members. Minority opinions on the matter, can if so requested by selection committee member(s), be forwarded as well.

4.7 The College President or appropriate Vice President shall reconvene the selection committee to discuss the non-suitability of applicants.



**5 Release of Names**

5.1 The faculty selection committee may seek input about internal candidates who are finalists, relative to the job description and posting from appropriate departments' or areas' faculty. The selection committee shall determine the list of faculty from whom such input will be sought and this list shall include at least one person identified by the candidate. The input shall be sought by the chair, using questions developed by the selection committee. The chair shall report the results in confidence to the selection committee.

5.2 Except as described above, names of candidates shall not be released by members of the selection committee.

**6 Preparing for the Interview Meeting**

6.1 All questions to be asked by each selection committee member are determined. These questions shall be typed and distributed to each member at the interview meeting.

6.2 Within 3 days after the pre-interview meeting, the selection committee chair shall inform all short-listed candidates of their status in the competition.

6.3 The selection committee chair, pursuant to paragraphs 1.2 and 1.3 above, shall confirm with the short-listed candidates and the committee members a convenient and reasonable date and time for the interview(s), following up with a memo of confirmation to the short-listed candidates and committee members.

6.4 The selection committee chair shall make applications and supporting documents available in confidence to committee members at least 10 days prior to the interview and shall give each member a copy of them at least one day prior to the interview.

**7 Proceedings at the Interview Meeting**

7.1 The chair shall welcome the interviewee to the proceedings and introduce each committee member by name and area of representation.

7.2 It shall be explained to the interviewee by the chair, that this is a selection committee; but that the candidate, if successful, will be appointed by the appropriate Vice President, Dean or Director.

7.3 The selection committee's decision making process shall be explained to the interviewee by the chair.

7.4 The interviewee shall be informed that the selection committee process is confidential and under the control of the chair.

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- 7.5 The interviewee shall be given an explanation of how the "round-robin" interview process is to take place. That is, each selection committee member shall be given the opportunity to ask questions as agreed upon at the pre-interview meeting and that there may be a possibility of the committee asking the interviewee to leave the room while the selection committee discusses procedural matters.
- 7.6 Each selection committee member shall ask their particular set of pre-agreed upon questions, in the same manner, to each interviewee. Some variation in the questioning may be required depending on the background of the interviewee.
- 7.7 Adjunct (connected or follow-up) questions may be asked, but selection committee members must first seek permission of the chair.
- 7.8 The chair shall ask the interviewee if there are any points that need clarification.
- 7.9 The interviewee shall be given the opportunity, with the chair's permission, to ask questions of clarification throughout the interview process. At the end of the interview, the interviewee shall, with the chair's permission, have the opportunity to ask selection committee members follow-up questions or make a final statement.
- 7.10 It is appropriate to discuss procedural questions after each interview if clarification is needed, but discussion of applicants shall not occur between interview sessions.
- 7.11 The above processes are repeated until all the short-listed candidates have been interviewed.

**8 Decision Process**

**8.1 Decision by Majority Vote and Application of the Selected Candidate**

- 8.1.1 Normally, there shall be 2 ballots to confirm a committee's selection. After all candidates have been interviewed and prior to any discussion, a secret ballot shall be conducted by the chair. Selection committee members shall be asked to indicate their choice. The chair shall then count the ballots and indicate the results after every ballot. The ballots are then destroyed. Members may return a blank ballot.
- 8.1.2 A discussion shall then ensue under the chair's direction during which each selection committee member (in order of interview) shall explain their decision relative to the criteria agreed upon.
- 8.1.3 After all selection committee members are satisfied that full discussion has taken place, a second secret ballot shall be called by the chair. If there is a majority for a candidate on this second ballot, then that candidate shall be the selection of the committee and the process proceeds as follows in 8.1.5 of this Appendix. If there was not a majority vote, then the process proceeds as in the next Article below.

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- 8.1.4 If there was a unanimous first ballot; and after the discussion described in 8.1.2 of this Appendix, and all selection committee members agree the second ballot shall be waived; then the choice for the first ballot shall be selection of the committee
- 8.1.5 The chair then terminates this part of the interview process, thanks the selection committee members and collects all confidential documents. The selection committee members may keep their summary notes. These are considered confidential and shall be destroyed after the actual appointment is made or the selection committee stands down.
- 8.1.6 The chair then drafts a memo addressed to the individual who shall make the appointment. This memo states the position name, the date of the interview process, the names of the selection committee members and, as per Article 13.5, (Appointment of Department Leaders and Instructional Associates), the decision of the selection committee.
- 8.1.7 If the selected person is not appointed, the person responsible for the appointment shall meet with the selection committee to attempt to reach accord as per Articles 13.5.1 and 13.5.3.
- 8.1.8 In instances where the selection committee has selected an applicant who is not currently a member of the Association, the College President or appropriate Dean or Director shall request **People Services** to conduct a thorough reference check (at least 2 references should be contacted). Any concerns shall be brought back to the selection committee.
- 8.1.9 Upon official announcement of the appointment (by the appropriate Dean/ Director, appropriate Vice President or College President or delegate, as appropriate) and the standing down of the selection committee, the actual number of applications for the position shall be released by the chair.

**8.2 No Majority Decision Reached or No Candidate Recommended**

**8.2.1 Split Decision**

If after a second vote, the selection committee does not have a majority decision, a second round of discussion and voting is in order. If the third ballot does not result in a majority decision, the chair shall draft a memo to the College President or appropriate Vice President, outlining the split decision and recommending a course of action. All selection committee members sign this memo, and the resumes and applications of all short-listed applicants are attached to it.

**8.2.2 No Candidate Recommended**

Procedure is the same as in 8.2.1 above, but a recommendation from the selection committee for another posting (internal, external or both) or another course of action

may be included in the memo. The memo is to be signed by all selection committee members, with the resumes and applications of all short-listed applicants attached.

### **8.2.3 Adjournment**

In some instances, especially after a lengthy discussion process, the selection committee may suggest an adjournment. If the selection committee determines that it is necessary, the chair shall adjourn the proceedings for not longer than 24 hours. If a weekend is involved, then it would be until the next working day in the following week.

### **8.2.4 Re-interview One or More Candidates**

As an alternative to rendering a "split decision" in 8.2.1 of this Appendix above or "no candidate selected" decision in 8.2.2 of this Appendix above, the committee may determine that one or more of the candidates should be re-interviewed. If the selection committee so determines, the chair shall arrange a re-interview. At the re-interview, the chair shall explain the reason(s) for the re-interview to the candidate(s) and the interview process shall continue as in 7 of this Appendix. The outcome of the re-interview shall follow the guidelines described in 8 (Decision Process), above.

### **8.2.5 Position Re-posted**

In cases where the selection committee cannot select any applicant and the appropriate Vice President, Dean or Director re-posts the position, it is suggested that the same selection committee continue its function for the second round of applicants as this committee has already gained experience relative to the posting. There are 3 conditions for the continuance of the same selection committee:

- 1) the individual responsible for the appointment wishes to continue with the same selection committee;
- 2) the lapse between the selection committee's recommendation and the posting does not exceed 3 months; and
- 3) the selection committee members or their alternates wish to continue for the second round of interviews.

## **9 Informing Candidates of the Decision**

- 9.1 Informing the candidates of the decision to appoint is strictly the obligation of the individual receiving the recommendation (College President, appropriate Vice President or appropriate Dean/Director). All selection committee members must maintain strict confidentiality.

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- 9.2 A verbal offer of appointment must be made to the selected candidate followed as soon as possible by an official offer in writing, before the other candidates are contacted.
- 9.3 The appointee shall, at the time of being informed by the College President, appropriate Vice President or appropriate Dean/Director, be instructed to maintain confidentiality of the offer until **their** acceptance has been received by the College and all non-selected candidates have been advised or the appointment is announced by the College.
- 9.4 As soon as the selected candidate has accepted the written offer, the unsuccessful candidates shall be informed, preferably verbally, followed by a note of thanks for their interest in applying by the Dean or Director.

## APPENDIX XXIX – SERVICE INNOVATION AND ENHANCEMENT FUND

### Terms of Reference

#### A. Purpose

The parties acknowledge that teaching excellence and a commitment to developing and supporting a variety of program delivery models, and supporting the engagement of a culturally diverse student population are key components to preparing students for success following graduation, and when done well, establish a positive, inclusive and equitable student experience at the College and have a positive impact on overall student recruitment and retention. Further, the parties support efforts that enhance the ability of faculty to develop new models of program delivery.

To encourage, support and enhance activity in these areas the College agrees to create a Service Innovation and Enhancement Fund (the “Fund”) that supports faculty led initiatives that lead to improved student service and experience in the following areas:

- 1) design, development and enhancement of online, distributed and/or blended course deliverables and resources which are relevant to student progression and accessibility;
- 2) design, development and enhancement of on-line, distributed and/or blended course deliverables and resources to meet UDL guidelines and best practices;
- 3) development of tangible faculty classroom supports to improve the learning experience of students;
- 4) identifying and developing resources for providing an appropriate learning environment for Indigenous and international students as well as resources and support mechanisms for faculty in the indigenization and internationalization of curriculum;
- 5) development of student support initiatives to achieve greater levels of success with Vancouver Community College programs; and
- 6) development, adaptation, adoption, and awareness of Open Educational Resources (OER) and open textbook material in order to enrich the curriculum.

#### B. FUNDS

**The allocation of funds each fiscal year is \$342,000**

Funds not allocated within the fiscal year will be carried over for one fiscal year only.

#### C. COMMITTEE & ADMINISTRATION OF FUNDS

Subject to the provisions of this LOU, a Service Innovation and Enhancement Committee (SIEC) will be formed consisting of 2 members from College Administration and 2 faculty members appointed by the Association.

The Committee will establish and publish mutually agreed upon guidelines for the administration of the Fund. These guidelines and any subsequent amendments shall be submitted to the Parties for approval and will be based on the following:

- faculty members must apply to the Committee for the funds
- disbursement will be by an adjudication process

Once annually, the College shall provide the Faculty Association and Committee with the amount available for allocation through the Fund.

The Committee may direct the Director of Finance or delegate in the allocation of funds subject to College policy and the guidelines.

The SIEC shall review and approve applications. The parties agree that there will be no expenditures from the fund if committee members fail to reach consensus.

**APPENDIX XXX – REFERENCE TO “DEPARTMENT LEADERS” vs “DEPARTMENT HEADS”**

**LETTER OF UNDERSTANDING**

Further to their discussions in the 2019 round of collective bargaining, the Parties agree to refer discussion of the use of the terms “Department Leaders” and “Department Heads” to the Joint Steering Committee with a view to developing a consistent reference to the term “Department Leaders” except where such term is not appropriate.

Any agreement reached to replace the term used in the Collective Agreement shall be subject to approval and ratification by the Parties’ principals.



**APPENDIX XXXI – MEDICAL SERVICES PLAN “MSP”**

**LETTER OF UNDERSTANDING**

The parties recognize that the method of funding MSP has changed from an individually paid premium system to a system funded by an employer paid payroll tax.

If the government, at any time in the future, reverts to an individually paid premium system for basic medical insurance, the parties agree that the employer will pay 100% of the premium on the same basis as exists in the 2014-2019 Collective Agreement (see Basic Health Benefits Article 7.14.1).

## Appendix XXXII – Indigenization of the Collective Agreement

### LETTER OF AGREEMENT

The Parties recognize the distinct xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliiwətał (Tsleil-Waututh) Nations in our region as well as the traditions and cultural requirements Indigenous employees have. Further, the Parties acknowledge there are requirements for Indigenous traditions and cultural business and accept that the Parties will work together to address these requirements with the support of experts such as the Dean of Indigenous Initiatives and recognized appropriate Indigenous organizations.

1. The Parties agree to establish a Joint Committee to carry out a review of the collective agreement.
2. The purpose of the review is to better understand how the collective agreement could further efforts to decolonize and indigenize employee working conditions.
3. The committee shall consist of 2 Employer representatives and 2 Association representatives. It is important to have Indigenous representation on this committee and as such at least half of the committee shall be Indigenous members.

Either party may bring experts with agreement of the other party.

4. Tasks of the committee will include the following:
  - a) Identify recognized appropriate Indigenous organizations to assist the parties in their review of the collective agreement through the lens of Indigeneity;
  - b) Review and understand the efforts undertaken at the College with its local Indigenous communities to address truth and reconciliation in the College related to employment within the bargaining unit; and,
  - c) Provide recommendations to the Parties on appropriate actions to address the unique needs of Indigenous faculty within the bargaining unit as a part of the truth and reconciliation process in keeping with sources such as the 94 Calls to Action of the Truth and Reconciliation Commission of Canada and The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

The Committee may make recommendations to the College and the Association regarding collective agreement amendments for the next round of negotiations. The recommendations of the committee will be submitted to the Parties' respective principals for review prior to negotiating the renewal of the 2022-2025 Collective Agreement and will be subject to the sector's ratification process. For the College, the principals include the Board of Governors and the PSEA Board of Directors.

## Appendix XXXIII – Cost of Living Adjustment

### LETTER OF UNDERSTANDING

#### Definitions

“General Wage Increase” or “GWI” means the overall general wage increase expressed as a percentage.

“Cost of Living Adjustment” or “COLA” means a percentage-based general wage increase adjustment provided in accordance with this Memorandum of Agreement. COLA is an upward adjustment applied to and folded into all wage rates.

The “annualized average of BC CPI over twelve months” (AABC CPI) means the *Latest 12-month Average Index % Change* reported by BC Stats in March for British Columbia for the twelve months starting at the beginning of March in the preceding year and concluding at the end of the following February.

The “Latest 12-month Average Index”, as defined by BC Stats, is a 12-month moving average of the BC consumer price indexes of the most recent 12 months. This figure is calculated by averaging index levels over the applicable 12 months.

The *Latest 12-month Average Index % Change* is reported publicly by BC Stats in the monthly BC Stats *Consumer Price Index Highlights* report. The BC Stats *Consumer Price Index Highlights* report released in mid-March will contain the applicable figure for the 12-months concluding at the end of February. The percentage change reported by BC Stats that will form the basis for determining any COLA increase is calculated to one decimal point. For reference purposes only, the annualized average of BC CPI over twelve months from March 1, 2021 to February 28, 2022 was 3.4%.

#### COLA

The COLA will be applied as applicable to the GWI effective on April 1, 2023 and April 1, 2024. The COLA will be calculated by determining the difference between the AABC CPI and the annual general wage increase to the maximum COLA prescribed that year in Wage Schedule – Grids.

#### April 2023

If the 2023 AABC CPI exceeds the April 2023 GWI of 5.5%, then, on April 1, 2023 the April 2023 GWI will be adjusted upwards to reflect a COLA equal to the difference between the April 2023 GWI and the 2023 AABC CPI up to a maximum of 1.25%.

#### April 2024

If the 2024 AABC CPI exceeds the April 2024 GWI of 2.0%, then, on April 1, 2024 the April 2024 GWI will be adjusted upwards to reflect a COLA equal to the difference between the April 2024 GWI and the 2024 AABC CPI up to a maximum of 1.00%.

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**January**

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## 2023

**January**

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**February**

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**March**

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**April**

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**May**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## 2024

**January**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**March**

S	M	T	W	T	F	S
					1	2
4	4	5	6	7	8	9
11	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November**

S	M	T	W	T	F	S
					1	2
4	4	5	6	7	8	9
11	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 2025

**January**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**

S	M	T	W	T	F	S
					1	2
4	4	5	6	7	8	9
11	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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**[VCC Faculty Association](#)**

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**MODIFIED VERSION OF THE 2014-2019 COMMON AGREEMENT APPLICABLE TO THE  
2022-2025 VANCOUVER COMMUNITY COLLEGE AND VANCOUVER COMMUNITY  
COLLEGE FACULTY ASSOCIATION COLLECTIVE AGREEMENT**

The parties agree that the terms of the 2014-2019 FPSE Common Agreement form part of the 2022-2025 Collective Agreement between Vancouver Community College and the Vancouver Community College Faculty Association with the following exceptions:

1. Article 2.7
2. Article 3.2
3. Article 5.4
4. Article 6.1, 6.2, 6.3, 6.4.1, 6.4.3, 6.5.2
5. Article 7.6
6. Article 7.7
7. Article 7.8
8. Article 7.10
9. Article 8
10. Article 9.1, 9.2.1 (a), 9.2.1 (b) (i), (ii), (iii), (vi) and (vii), 9.2.1(c), 9.2.2 and 9.2.3
11. Article 9.3
12. Article 10.1
13. Article 12
14. Article 13.4
15. Article 17
16. Appendix A
17. MOU Economic Stability Dividend
18. Appendix B
19. Appendix C
20. Appendix D
21. Appendix E1
22. Appendix E2
23. Letter of Understanding 1
24. Letter of Understanding 2
25. Letter of Understanding 4; Review of Collective Agreements
26. Letter of Understanding 5; Working Committee on Secondary Scales

The terms listed above (1 to 26) do not form part of the 2022-2025 VCC-VCCFA Collective Agreement nor have applicability when reading the 2014-2019 Common Agreement. The terms listed above (1 to 26) will be identified as deleted by way of strikethroughs.

This agreement on the terms of the 2014-2019 Common Agreement expires with the term of the 2022-2025 VCC-VCCFA Collective Agreement, and thereafter the terms of the 2014-2019 Common Agreement will only apply to the Collective Agreement between VCC and VCCFA with further written agreement of the parties.

Any provisions of Article 13.3 which are listed as exceptions above shall not apply to the Collective Agreement between VCC and VCCFA. The parties agree that any provisions of Article 13.3 that do not apply shall be identified as deleted by way of strikethroughs.