

COLLECTIVE AGREEMENT

between

NORTH ISLAND COLLEGE

and

NORTH ISLAND COLLEGE

FACULTY ASSOCIATION

for the period

1994 April 01 to 1995 March 31

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Collective Agreement

Between: **NORTH ISLAND COLLEGE**
(herein called the 'Employer')

And: **NORTH ISLAND COLLEGE FACULTY ASSOCIATION**
(herein called the 'Union')

WHEREAS the College is an Employer within the meaning of the Labour Relations Act;

AND WHEREAS the Union is the bargaining authority for all employees of the College covered by the Certificate of Bargaining Authority;

Therefore it is agreed that:

1. PRELIMINARY

1.1 PREAMBLE

This Agreement is designed to provide a fair and reasonable method by which employees covered by this Agreement can participate through their exclusive bargaining agent in the establishment of terms and conditions of their employment. It also provides orderly procedures for the resolution of any differences between the Employer and the Union.

1.2 TERM OF AGREEMENT/CONTINUATION CLAUSE

1.2.1 This Agreement is binding on the respective parties from April 1, 1994 to and including March 31, 1995.

1.2.2 This Agreement shall continue thereafter from year to year unless written notice of intent to amend or terminate the Agreement is given by either party to the other party any time within four (4) months prior to the expiration of the Agreement. Both parties shall be deemed to have given notice of the intent to renegotiate if no notice is given by either party ninety (90) days before the expiry of the agreement.

1.2.3 This agreement shall continue in full force and effect during such period of negotiations.

1.3 DEFINITIONS

Definitions are given in Appendix C.

1.4 LEGISLATION - EFFECT OF CHANGES

In the event that any future legislation renders null and void or materially alters any provision of this Agreement, the remaining provisions shall remain in effect for the term of this Agreement, and the parties shall negotiate a mutually agreeable provision or provisions to be substituted for the provision so rendered null and void or materially altered.

1.5 LEGISLATION - EFFECT OF NEW LEGISLATION

If at any time, the Provincial or Federal government introduces new legislation, or changes existing legislation, which makes any part of this Agreement a lesser benefit than the law, the greater benefit shall take effect as soon as possible. The Labour Management Committee will determine mutually agreeable procedures for implementation of the legislation in compliance with the terms of the legislation.

1.6 EFFECTIVE DATE OF IMPLEMENTATION

The terms and conditions of this Agreement shall become effective as of the signing date of the Agreement except where otherwise clearly identified as being effective on a different date.

1.7 CONFLICT OF REGULATIONS

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

1.7.2 In the event that there is a conflict between the contents of this Agreement and past practice at the College, this Agreement shall take precedence over past practice.

1.8 GENDER EQUALITY

Where either the masculine or singular is used, this Collective Agreement shall be interpreted to include the feminine and the plural.

2. UNION SECURITY

2.1 UNION RECOGNITION/BARGAINING UNIT DESCRIPTION

The Bargaining Unit shall comprise all employees included in the bargaining unit as described in the Certificate of Bargaining Authority issued by the Industrial Relations Council. The College recognises the Union as the sole bargaining agent for all such employees.

2.2 UNION SECURITY

All faculty employed by the College at the date of ratification shall be deemed to be members of the Union. All new employees shall, as a condition of employment, become members of the Union upon completion of twenty (20) cumulative working days with the College. Exemption from Union membership can only be obtained by application to the Labour Relations Board.

2.3 CORRESPONDENCE

The Employer agrees that all correspondence between the Employer and the Union related to matters covered in this Agreement shall be sent to the Union President or a designate to be identified by the Union.

2.4 NO OTHER AGREEMENT

No employee covered by this Agreement shall be required or permitted to make a written or oral agreement with the Employer which may conflict with the terms of this Agreement, or any Federal or Provincial statute. Any such agreement shall be null and void.

2.5 DUES CHECKOFF AND INITIATION FEES

2.5.1 From every pay cheque, the Employer agrees to deduct from all employees an amount equal to the monthly dues, initiation fees and assessments of the Union, upon receipt of a written assignment for this purpose. Dues shall be deducted from the employee except when the employee is terminated, discharged, or retired.

2.5.2 In the event of employees on leave wherein they are required to pay Union dues, the Employer shall deduct such dues from the first pay cheque upon return to work, unless the total dues owing are greater than 10% of the employee's gross earnings on the first pay cheque, in which case such dues deduction shall be distributed over more than one pay period.

- 2.5.3 The Union shall advise the Employer in writing of all dues and assessments required by the Union.
- 2.5.4 All Union Dues and initiation fees or assessments so deducted shall be remitted by the Employer to the Secretary of the Union within seven (7) working days after the date said deductions were made. The monies shall be remitted together with a list of the names of the employees from whom such deductions were made, the amount of the deduction made on behalf of each employee, the address and telephone number of the employee, and the employee payroll number.
- 2.5.5 Names of employees hired, transferred, discharged, on Workers Compensation, on leave of absence, absent due to illness or injury and all employees who have left the employ of the Employer shall be submitted to the Union once each month.

2.6 UNION REPRESENTATION (GENERAL)

The Employer agrees to recognise all elected and appointed members authorised to act on behalf of the Union, and agrees to cooperate with the committees selected by the Union.

2.7 UNION REPRESENTATION (CIEA REPRESENTATIVE)

The Employer agrees to recognise representatives of The College Institute Educators' Association, who may be requested by the Union to assist in the negotiation and administration of the Collective Agreement.

2.8 UNION LEAVES - RELEASE TIME

- 2.8.1 An Employee selected for a full-time position in the College Institute Educators' Association or any successor organization to CIEA shall be granted full-time leave of absence subject to the following conditions:
- 2.8.1.1 As soon as possible in advance of the leave, the Union shall notify the Employer of the possibility of this clause being invoked. The Union shall provide the Employer with written notice by June 15th requesting leave under this clause.
- 2.8.1.2 An employee on leave under this clause shall continue to receive full salary and benefits from the Employer. The Union shall, on a monthly basis, reimburse the Employer for the full amount of the employee's salary and benefits.
- 2.8.2 Union members required to serve in elected union positions shall be granted the release time approved by the Executive of the Union. Such release time shall be arranged in consultation with the appropriate supervisor to ensure continuity of instructional and other duties.

- 2.8.3 The Employer shall be reimbursed by the Union for the actual costs of the substitutes or replacements employed to replace employees engaged in Union business.
- 2.8.4 Members of the Union Bargaining Committee shall be granted the time off as approved by the Executive of the Union for committee meetings, but in consultation with the appropriate supervisor to ensure continuity of instructional and other duties.
- 2.8.5 Substitute costs for faculty involved in direct negotiations with the Employer shall be paid for by the Employer to a maximum of three (3) employees. Employees engaged in bargaining shall continue to receive normal salaries and benefits.

2.9 NON-BARGAINING UNIT EMPLOYEES/BARGAINING UNIT WORK

Only members of the Union shall perform the work of the faculty as described in the Certificate of Bargaining Authority.

2.10 CONTRACTING OUT

The College shall not contract out any of the duties and responsibilities reserved by this agreement to the bargaining unit, except as herein provided:

- 2.10.1 The parties recognise and agree that there may be special situations or programs which require supplementary or special expertise, and which necessitate the contracting out of work otherwise normally performed within the bargaining unit. In such cases, the contracting out will be undertaken only after discussion and agreement between the parties. The Union shall respond as quickly as possible, and shall not unreasonably withhold authorisation.
- 2.10.2 Faculty within the bargaining unit may not undertake contract work which will conflict with existing course assignments or result in overloads.

2.11 TRANSFERS AND MERGERS OF COLLEGES/INSTITUTES

- 2.11.1 This agreement shall be binding upon the parties hereto and their successors, administrators and executors, consistent with the provisions of the Labour Relations Code.
- 2.11.2 If at any time the Employer intends to transfer or merge the entire college, or any portion thereof, or engage in cooperative or joint ventures, it shall give notice of the existence of the Agreement to any transferee or assignee. Such notice shall be in writing not later than thirty (30) days prior to the transaction being completed, with a copy to the Union.

2.12 LABOUR DISPUTES

- 2.12.1 There shall be no strikes or lockouts during the life of this Agreement.
 - 2.12.2 All employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a dispute as defined by the Labour Relations Code of British Columbia.
 - 2.12.2.1 Where an employee chooses not to cross a picket line, the Employee shall be considered absent without pay.
 - 2.12.2.2 When employees go to a work site other than any North Island College site, and cannot perform their duties due to the existence of a picket line, they shall notify their supervisor or designate and a reassignment of duties will be made. In this instance, the employee shall not suffer any loss of pay or benefits although the contract period may be adjusted.
 - 2.12.3 Refusal to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action.
 - 2.12.4 In the event of a labour dispute, the Employer shall continue to pay the benefit premiums for the duration thereof. When job action is concluded, reimbursement of the Employer for the employees' and Employer's share for that period shall occur according to a repayment schedule worked out with the Union.
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3. MANAGEMENT RIGHTS

- 3.1 The right to manage the College and direct the workforce is vested exclusively in the Employer. Except as specifically restricted by provisions of this Agreement, the College retains and may exercise all management rights and prerogatives at its discretion. The College shall exercise such rights in a fair and reasonable manner.

3.2 CONSULTATIVE MODEL OF ADMINISTRATION

- 3.2.1 The Employer supports a consultative model of administration which enables the views of faculty to be known and considered with respect to educational policies, practices and decisions made by the Employer. The Employer endorses a collegial working environment whereby faculty and management personnel endeavour to work collectively to serve the overall best interests and needs of the College community.

Specifically, the College commits to involving the faculty in the discussion and, whenever possible, the resolution of education issues, such as, but not limited to, the following:

- (a) curricular policy and curricular structure, including any proposal to introduce new programs or courses;
- (b) library policies and acquisition policies;
- (c) policies for recruitment and admission of students.

Discussion of these and other matters of academic concern may be initiated by the Union, the Department or the Employer through the regular departmental and committee structures of the College. Where possible, resolution of such matters shall be by consensus.

3.2.2 In the event that consideration is given to the reorganisation or reduction of instructional services in a Department, program, campus or centre, which negatively impact upon the workloads of regular employees or upon the reasonable expectations of future work assignments of sessional employees, the following procedures shall be adopted:

1. The College will provide at least one (1) month written notice to the Union and the affected Department(s) and/or employee(s), with details and reasons for the anticipated action. Such advance notice shall not constitute layoff notice, and layoff notice(s) may not be issued until the notice period has expired.
2. The Union will respond, within five (5) working days of receipt of notice, indicating whether they wish to meet to discuss the matter.
3. In the event that meetings are requested, the Parties shall meet with the affected Departments and/or employee(s), to discuss alternative courses of action where possible, and failing these, to determine how the changes can most equitably be achieved. Every effort shall be made to reach consensus among the parties.

3.2.3 The College shall involve faculty in the recruitment of senior administrators. When the administrative position has an instructional support function, a minimum of two (2) faculty appointed by the President of the College shall serve on the Selection Committee. It is recognized that the selection process for the recruitment of the position of the President is determined by the Board of Governors.

3.3 FAIRNESS

The Employer shall treat all employees in a fair and equitable manner consistent with the terms of this Agreement.

3.4 UNION - MANAGEMENT RELATIONS

3.4.1 Within (1) month of the signing of this Agreement, the Labour Management Committee shall be constituted and shall meet as often as is necessary, at the request of either party, to discuss, make recommendations and resolve issues including, but not confined to:

- (a) matters of Employer and employee relations arising out of this Agreement;
- (b) correcting or alleviating conditions which might cause misunderstandings or grievances;
- (c) reviewing suggestions from employees for improving practices or service.

3.4.2 The Labour Management Committee shall be composed of three (3) representatives of the College and three (3) representatives of the Union with alternative representatives invited as necessary by either party as resource persons.

3.4.3 The College shall, for a maximum of three (3) employees, pay the substitution costs directly incurred by attendance at Labour Management Meetings or during the discharge of any business authorised by the Labour Management Committee. The Union shall bear the related costs of attendance.

3.5 DEPARTMENT CHAIRS

3.5.1 All Department Chairs shall be elected for a two (2) year term from and by the faculty in the department(s) concerned. Positions shall be declared vacant and posted for one (1) month, two (2) months prior to the end of the two year term. Applications shall be submitted to the Dean who, at the end of the posting period, shall pass them to an Election Committee composed of three (3) faculty members, selected by the departmental faculty, none of whom shall be candidates for the position. The Election Committee shall conduct a secret ballot, and shall refer the elected candidate to the President of the College for appointment.

If the position of Department Chair becomes vacant, the Dean shall immediately post the position and appoint an interim replacement until an election is conducted.

All regular faculty are eligible to run for the position of Department Chair. In those instances where no regular faculty member is available to fill the position, the

Department, in consultation with the administration, may elect a sessional employee as Chair.

- 3.5.2 Coordinator positions that are entirely non-instructional and not associated with any specific department, shall be filled using the normal hiring procedure for faculty, as described in this Agreement. Examples include the Coordinators for First Nations Education and Cooperative Education.
- 3.5.3 The specific duties of Department Chairs shall be as described in the position description attached in Appendix E, and instructional release times, normally between the limits of twenty percent (20%) and sixty percent (60%), shall be determined jointly by the appropriate Dean and Department.

4. CATEGORIES OF EMPLOYEES

- 4.1 **FULL-TIME REGULAR** - is an employee hired by the College in a full-time position established by the Board and whose appointment is continuous from year to year.
- 4.2 **PART-TIME REGULAR** - is an employee hired by the College in a part-time position established by the Board and whose appointment is continuous from year to year.
- 4.3 **FULL-TIME SESSIONAL** - is an employee who is appointed on a full-time basis with a stipulated starting and ending date.
- 4.4 **PART-TIME SESSIONAL** - is an employee who is appointed on a part-time basis with a stipulated starting and ending date.
- 4.5 **CASUAL** - is an employee hired on a temporary basis to replace a member of the regular or sessional staff.

5. DISPUTE RESOLUTION - GRIEVANCE/ ARBITRATION

- 5.1 The Union agrees to advise the Employer of the names of the Stewards in writing.

5.2 TIME OFF FOR GRIEVANCE MEETINGS

The Stewards shall be afforded such time off with pay as may be required to attend to the adjustment of grievances including meetings with the grievor and the Employer.

5.3 GRIEVANCE PROCEDURE AND ARBITRATION

Any differences arising between the parties bound by this Agreement concerning its interpretation, application, operation, or any alleged violation thereof, and other matters affecting or involving employees covered by this Agreement, including any question as to whether any matter is arbitrable, shall be resolved without work stoppage, and the following steps shall be undertaken without delay:

5.4 STEP ONE - INFORMAL RESOLUTION

Every effort shall be made to resolve problems through informal channels before using the formal process. The employee will meet with the immediate exempt supervisor to discuss and attempt to resolve the issue before a formal grievance is initiated. The supervisor shall render a decision within five (5) working days.

Any informal resolution of a grievance or complaint shall be consistent with this Agreement. If the Union is of the opinion that a complaint has been informally resolved in a manner inconsistent with the terms of this Agreement, then the Union may grieve the informal resolution.

Step One shall not apply to group, Union or policy grievances initiated by the parties to this Agreement. These grievances shall commence at Step Two.

5.5 STEP TWO - WRITTEN NOTICE OF A GRIEVANCE

- (a) The aggrieved employee(s) shall submit details in writing or discuss the alleged grievance with the Union, stating the circumstances and history of the grievance.
- (b) If the Union considers the grievance justified, within five (5) working days the Union will send full details of the grievance in writing to the Dean or designate. Where possible, the remedy or solution sought should be identified.
- (c) The Dean or designate shall conduct a meeting with a Union representative and the aggrieved party to occur within five (5) working days of receipt of the written grievance to discuss and settle the dispute.

- (d) The Dean or designate shall respond in writing to the grievance within five (5) working days of the meeting in 5.5(c).

5.6 STEP THREE

Where resolution of the grievance fails at Step Two, either party may forward the grievance in writing within five (5) working days to the President of the College. The President shall hold a meeting within five (5) working days with the affected employee's immediate supervisor, the Chief Steward, and the employee if the employee wishes to attend.

Within seven (7) working days of this meeting, the President of the College shall, in writing, inform the Union of the decision and the reason for the decision.

5.7 STEP FOUR

Failing satisfactory settlement being reached at Step Three, the Union within twenty (20) working days shall inform the College of its intention to submit the grievance to arbitration.

The parties shall select a sole Arbitrator from an agreed-to list. The decision of the Arbitrator will be final and binding on both parties.

5.8 AMENDING OF TIME LIMITS

Any time limits or stage in the grievance may be amended by mutual agreement between the parties.

5.9 ABANDONMENT OF GRIEVANCE

If an unresolved grievance is not advanced to the next stage after completion of the preceding stage, it shall be deemed to have been abandoned.

5.10 POWER OF THE ARBITRATOR

It is distinctly understood that the Arbitrator is not vested with the power to change, modify or alter this Agreement in any of its parts. The Arbitrator may, however, interpret the provisions of this Agreement, and has the power to relieve technical irregularities, including time limits, and to fashion just and equitable remedies. The Arbitrator shall give full opportunity to all parties to present evidence and make representations.

5.11 EXPENSES OF THE ARBITRATOR

Each party shall pay its own expenses and costs of arbitration, and one-half of the compensation and expenses of the Arbitrator and other expenses of the arbitration.

6. SENIORITY, HIRING, RELOCATIONS AND LAYOFFS

6.1 PROBATIONARY EMPLOYEES

6.1.1 All employees shall be regarded as probationary for their initial twelve (12) months of employment. The probationary period is to provide an opportunity for mutual appraisal and evaluation to determine the employee's suitability for a faculty appointment.

6.1.2 Evaluation of Probationary Employees

6.1.2.1 Every probationary employee shall be evaluated at least once in the probationary period but not normally earlier than four (4) months into the appointment.

A probationary regular employee shall not be terminated for reasons associated with job performance until an evaluation has been performed in accordance with the procedures described in this Agreement.

6.1.2.2 Every probationary employee shall be evaluated at least once in the probationary period. Regular probationary employees will not normally be evaluated earlier than four (4) months into the appointment.

6.1.2.3 When a regular probationary employee has been evaluated as stipulated in Section 7 of this Agreement, and when that evaluation has indicated that the employee is not suitable for a regular position, the College will give a minimum of two (2) months written notice to the employee that his/her performance has been deemed unsatisfactory and that employment will be discontinued at the conclusion of the probationary period.

6.1.3 In special circumstances, the probationary period may be extended by the Employer, in consultation with the appropriate Department Chair, for an additional six (6) months to permit improvements in performance. Such an extension will not be construed as disciplinary action.

- 6.1.4 After successful completion of the probationary appointment, the name of the employee shall be placed on the seniority list in order of the original date of employment.

6.2 SENIORITY - CALCULATION OF

There shall be one (1) seniority list for all employees covered by this Agreement. The name of each employee shall be placed on the list in seniority order. Seniority shall be determined as follows:

- 6.2.1 Full-time employees shall accrue seniority on the basis of ten (10) months service equals one full year seniority.

- 6.2.2 Regular part-time or sessional employees shall accrue seniority pro-rated on the basis of ten (10) months full-time service equals one full year of seniority.

Casual employees shall accrue seniority when a specific teaching assignment extends beyond five (5) days.

- 6.2.3 The seniority list shall be recalculated on June 30 and January 1 every year and shall be posted in each College campus and centre, with a copy to the Union.

- 6.2.4 Employees whose employment with the College has terminated shall forfeit all accrued seniority.

6.3 JOB POSTINGS

- 6.3.1 All vacant positions over four (4) months duration or more than half time shall be posted on designated bulletin boards for a period of ten (10) working days, with a copy to the Union. Positions shall, at the same time, be advertised externally as required. Employees shall apply in writing to the Office of Human Resources.

- 6.3.2 The job posting will contain the working title, brief description of duties, qualifications, skill, ability and experience required, salary, hours of work, whether the position is regular, sessional or casual, the deadline for applications, expected start date and any other pertinent information.

- 6.3.3.1 The Job Posting and Hiring Procedure Sections are intended to complement and not disadvantage each other.

- 6.3.3.2 The Selection Committee provides the qualifications, experience, skills, and any other pertinent information that will be used in the Job Posting and will proof the posting prior to it being released.

- 6.3.3.3 Where postings are for a new position, the Selection Committee will meet to draw up the requirements for the position, and information to be used in the Job Posting.
- 6.3.3.4 Where the same or similar position has been previously posted, the Selection Committee chair may review the previous posting to see that it is still relevant for the position. This may be done by means of a conference call to expedite the process.
- 6.3.3.5 The final copy of the posting and/or advertisement will be reviewed and initialed by the Selection Committee designate prior to release.

6.4 HIRING PROCEDURE

- 6.4.1 The administrator responsible for recruitment shall establish a Selection Committee comprised of two members representing the Employer and two members representing the faculty, one of whom shall be the relevant Department Chair or designate, and the other a faculty member selected by the department in which the vacancy exists. In instances where there is no Department Chair or where no department exists, both faculty representatives shall be chosen in consultation with the faculty of the relevant department or closest related teaching area.

The Selection Committee shall determine the hiring qualifications and criteria and the process to be used, and shall interview applicants for the vacant position taking into consideration the qualifications and experience required. Internal candidates shall have priority, in order of seniority, over other applicants, provided they meet the criteria of the job description of the position, including qualifications and experience.

The Committee shall refer its choice of candidate to the College President for appointment.

- 6.4.2 The successful applicant shall be notified by the Employer in writing. The letter shall include the starting date, and where possible, a job description.
- 6.4.3 All other applicants shall be advised of the results in writing.
- 6.4.4 Only employment appointments of individuals can be made under this Agreement. The College cannot offer appointments to corporations, partnerships or proprietorships.
- 6.4.5 Priority for a vacant position of less than four (4) months duration and less than half time shall normally be given to the Union member who has previously and satisfactorily taught the same or similar course(s) at the same College location, provided the applicant has the qualifications for the position.

6.5 RELOCATION REQUESTS

Employees on a regular appointment may request a relocation to fill a new or vacant position within their current area of expertise at another College campus or centre. Such relocation shall normally be granted provided the employee meets the criteria of the position, including qualifications and experience, as judged by the Selection Committee. In the event of two or more suitably qualified internal applicants, seniority shall be the deciding factor.

6.6 LAYOFF AND RECALL

6.6.1 A layoff shall be defined as a reduction in the work force or a reduction in the regular hours of work as defined in this Agreement.

6.6.2 Layoff Procedure

When the College determines that a reduction in the number of employees or a reduction in the employee's hours of work is necessary, the following procedures will be adopted:

6.6.2.1 The College will provide advance notice to the Union and the affected employee(s), with reasons for the anticipated layoff, in accordance with 6.6.3.

6.6.2.2 During the notice period, the College and the Union shall meet to discuss alternatives to layoff.

6.6.2.3 Length of service and category of employee shall be the deciding factors governing layoff and recall after layoff except where by mutual agreement between the Employer and the Union, the senior employee does not have the qualifications and experience necessary to perform the work to be done.

6.6.2.4 The order of layoff shall be as follows:

- (a) casual employees shall be laid off first;
- (b) sessional employees shall be laid off second;
- (c) regular employees shall be laid off last.

6.6.3 Notice of Layoff

6.6.3.1 Regular employees whose positions have been eliminated, or whose working hours have been reduced, and who have completed their probationary period, shall receive two (2) months notice of layoff, or pay in lieu of notice. All notices will be in writing with a copy to the Union stating the date of the notice and the date on which the layoff is to occur.

6.6.3.2 The expiry of a specific term of appointment is neither a layoff nor a discharge.

6.6.4 Displacement of Less Senior Employees

6.6.4.1.1 An employee given layoff notice may displace the employee with the least seniority within his/her area of expertise, providing the employee exercising the right is qualified to perform the work of the employee with less seniority. The employee must give written notice, within ten (10) working days of receipt of the layoff notice, of an intention to displace an employee with less seniority. The names of employees who have successfully exercised such displacement right shall be removed from the recall list.

6.6.4.1.2 Notwithstanding 6.6.4.1.1, an employee may displace another employee who is not the least senior if, and only if, this involves a lesser reduction in hours than would otherwise occur.

6.6.4.1.3 At the same time as an employee is given lay-off notice, an updated seniority list will be provided.

6.6.4.2 Once an employee exercises displacement rights, no claim can be made to yet another job position at that time. Further moves can only be made when the College decides to fill a vacant position by competition.

6.6.5 Recall Rights

6.6.5.1 No new employees shall be hired in areas for which there are qualified people on the recall list.

6.6.5.2 When a layoff occurs, the College shall establish a recall list and a laid off employee's name shall remain on the recall list for a period of twenty four (24) months, commencing with the effective date of the layoff. The recall list shall include employees who have received layoff notices.

6.6.5.3 An employee on the recall list must keep the College and the Union informed in writing of the employee's current address and telephone number. Failure to provide this information shall relieve the College of any obligation or liability in connection with the recall process.

6.6.5.4 Employees who have satisfactorily served a probationary period in the College, and who are recalled to work following a layoff, will not be required to serve a new probationary period.

- 6.6.5.5 In the event that an employee refuses a recall offer to the former job position, or to a job position that is substantially the same as the former position with the same rate of pay, then the employee will forfeit further recall rights unless there are extenuating circumstances acceptable to the College.
- 6.6.5.6 Notice of recall shall be made, by telephone when possible, and also in writing, by registered mail. A copy of the recall notice shall be sent to the Union at the same time. The notice will include a time and date by which the employee must report for work if recall is accepted. Employees so notified shall be given ten (10) working days from receipt of the written notification to indicate acceptance of the recall. Failure to report shall constitute voluntary termination of rights.
- 6.6.5.7 Seniority shall be lost if an employee has been laid-off for two (2) years.
- 6.6.5.8 Employees on the recall list shall be recalled in the reverse order of layoff.

6.7 SEVERANCE PAY

- 6.7.1 A regular employee who has been laid off shall be eligible for severance pay provided:
1. there has been no successful exercising of displacement rights;
 2. there is no vacant position for which the employee has the necessary qualifications.
- 6.7.2 A regular employee who has been laid off may elect to take severance pay at the time of layoff, or at any time up to two years after layoff, at which time seniority is lost.
- 6.7.3 At the time of accepting severance pay, all rights, claims or entitlements are waived, and the employee severs the relationship with the College.
- 6.7.4 The amount of severance pay shall be equal to two (2) weeks of pay, calculated on the rate of pay at the time of layoff, for each completed year of service, to a maximum of six (6) months of pay.

7. EVALUATION

7.1 PURPOSE OF EVALUATION

The purpose of the evaluation is to provide employees with information that will enable them to monitor and improve job skills and effectiveness and to assess their suitability for reappointment or continuing appointment.

A student complaint alone shall not invoke the evaluation process.

7.2 PRINCIPLES OF EVALUATION

7.2.1 Evaluations shall be conducted according to the following criteria:

1. Performance of instructional assignments
2. Professional expertise
3. Interaction with students
4. Working relationship with colleagues
5. Contribution to department and College-wide activities

7.2.2 Evaluation criteria and procedures shall be applied in the same manner to all employees.

7.3 TIMING OF EVALUATION

7.3.1 Probationary employees shall be evaluated at least once in their probationary period.

7.3.2 Regular employees will be evaluated at least once in every three (3) year period.

7.3.3 Sessional and casual employees may be evaluated once in every academic year at the discretion of the Employer and at least once in every three year period.

7.3.4 The employee may request an evaluation at any time.

7.3.5 An evaluation may be initiated when, in the judgment of the appropriate administrator, there are specific reasons to give cause for concern about an employee's performance.

7.4 INITIATION OF EVALUATION

7.4.1 The Evaluation process will be coordinated by the appropriate administrator and relevant Department Chair who shall meet with the employee to discuss the process.

At this meeting, the process and sources of information shall be identified, as well as the classes and/or students to be surveyed (if a teaching faculty member) and the timelines for the process.

7.4.2 The evaluation process shall commence at this meeting and shall terminate with the evaluation interview (article 7.7). Only materials collected during the evaluation process shall be admissible to the evaluation file.

7.4.3 In cases where an evaluation is requested or initiated by the Department Chair, or where the faculty member being evaluated is the Department Chair, the process shall be coordinated by another Department Chair acceptable to the employee, in conjunction with the appropriate administrator.

7.5 ACCESS TO EVALUATION FILE

The evaluation file is accessible on request to the employee at any time during normal working hours. The file may not be removed from the place where it is normally kept, but photocopies of any material in it shall be made available to the employee on request. The Dean or designate shall be responsible for ensuring that the materials listed in the evaluation file are present and that they can be reviewed by the employee before the evaluation interview.

7.6 INPUT TO EVALUATION FILE

7.6.1 The evaluation file will consist of information derived from the following sources:

1. a self appraisal and supporting documents submitted by the employee;
2. results of student surveys of at least 60% of the instructor's current students;
3. peer evaluation reports;
4. Department Chair evaluation report;
5. evaluation reports from other college employees and appropriate community respondents, who shall be identified and agreed to by the employee and responsible administrator;
6. reports of classroom visits.

Not all sources of input listed above will be required in all evaluations. Input from students, peers, the appropriate Department Chair and the self-appraisal, are core components of the evaluation of teaching faculty.

- 7.6.2 The forms for reporting such information shall be developed by the Labour Management Committee and reviewed as required.
- 7.6.3 When considering the evaluation information, the evaluating administrator shall give credence only to data reported on the basis of personal contact, investigation and direct observation. Evidence derived from hearsay shall be disallowed.
- 7.6.4 No material may be added to the evaluation file at any time unless a copy is simultaneously sent to the employee.
- 7.6.5 Administrative classroom visits and other classroom observations for evaluation shall take place with a minimum of twenty-four (24) hours notification to the employee.

7.7 EVALUATION INTERVIEW

- 7.7.1 The appropriate administrator shall provide at least seven (7) working days notice of the date of the formal evaluation interview.
- 7.7.2 The evaluating administrator shall write a summary of the evaluation based solely on materials in the evaluation file. This summary will be discussed with the employee at an evaluation interview, at which the evaluating administrator and Department Chair identified in 7.4.1 shall be present. The administrator's summary, which shall be entered into the employee's personnel file, shall include one, or a combination of, the following:
 - 7.7.2.1 for Probationary Employees:
 1. an acknowledgment of satisfactory or unsatisfactory performance;
 2. continuation of employment;
 3. a process for improvement;
 4. a further evaluation to be performed within a specified period of time;
 5. extension of probation;
 6. discontinuation of employment.

7.7.2.2 for Sessional and Casual Employees:

1. acknowledgment of satisfactory or unsatisfactory performance;
2. continuation of present contract;
3. a process for improvement;
4. a further evaluation to be performed within a specified period;
5. a discontinuation of employment.

7.7.2.3 for Regular Employees:

1. acknowledgment of satisfactory or unsatisfactory performance;
2. a process for improvement;
3. a further evaluation to be performed within a specified period;
4. a discontinuation of employment.

7.8 CHALLENGING THE EVALUATION

An employee may insert a written challenge into the evaluation file, challenging any statement made in the submissions constituting the materials used in the evaluation. The challenge, which must be submitted within seven (7) working days of the employee being advised that the evaluation is complete, shall relate to the appropriateness of the statements made in the materials on the grounds that they are not relevant, or that they contain information and judgments that are not supported by evidence or materials in the file.

7.9 DISCIPLINARY ACTION ARISING FROM AN EVALUATION

Suspension or dismissal of a regular employee for unsatisfactory performance as identified in an evaluation, can be justified only when a positive and supportive process for improvement has failed to result in a satisfactory level of performance as judged against the criteria set out in 7.2.1.

- 7.9.1 Where an employee is being monitored as a result of unsatisfactory performance, no further evaluation shall be conducted until a minimum of three (3) months has passed.

7.10 EVALUATION OF DEPARTMENT CHAIRS

- 7.10.1 Department Chairs shall be evaluated for performance of duties specifically associated with the Chair position at least once in each term of office. Evaluations may occur at any time after the first four (4) months of the assignment, at the request of Departmental faculty, the Dean or the employee.
- 7.10.2 All normal evaluation procedures specified in this Agreement shall be followed except that:
- 7.10.2.1 The evaluation process, as specified in 7.4.1, shall be coordinated by the appropriate administrator and the Chair of another Department as identified in consultation with other chairs in the division.
- 7.10.2.2 Input will be provided from other Department Chairs, the employee being evaluated, departmental faculty, other appropriate college employees and community respondents, as identified during the pre-evaluation meeting.
- 7.10.2.3 The evaluation summary (see 7.7.2) shall include one or more of the following recommendations:
1. a continuation of the term of office;
 2. a change in performance;
 3. a further evaluation to be performed within a specified period;
 4. a termination of the assignment;
 5. modification of the expectations of the role.
- 7.10.3 Termination of a Chair's assignment shall normally occur after an adequate and documented process of alerting towards deficiencies and guidance towards improved performance.
- 7.10.4 When a Chair position is vacated during the term of assignment, the position shall be filled by the election process described in 3.5.1 of this Agreement, and a new term shall commence at the election date.
- 7.10.5 When a Chair assignment terminates for any reason, the employee shall return to the position held immediately prior to assuming the assignment.

7.11 EVALUATION OF NON-INSTRUCTIONAL COORDINATORS

- 7.11.1 Coordinators will be evaluated before the end of the probationary period and then at least once in every three (3) year period.
- 7.11.2 The evaluation process will be coordinated by the appropriate administrator in consultation with at least one Department Chair, who shall discuss the process with the Coordinator being evaluated. At this meeting, college employees and

community respondents to participate in the evaluation shall be identified and timelines for the process established.

- 7.11.3 Relevant evaluation forms shall be developed in consultation with the Labour Management Committee. Any instructional duties performed by the coordinator shall be evaluated by the procedures established in Article 7.6.
- 7.11.4 The evaluation summary (see 7.7.2) shall include one or a combination of the recommendations for evaluation of regular employees, as in 7.7.2.3.

8. PERSONNEL RECORDS, DISCIPLINE, SUSPENSION AND DISCHARGE

8.1 PERSONNEL RECORDS

- 8.1.1 Employees may view their personnel records upon request to the Office of Human Resources. Such requests shall be granted at a time mutually agreeable to both parties, and shall not be unreasonably delayed.
- 8.1.2 The Employer shall not use any information contained in the employee's personnel file in a disciplinary way without first notifying the employee in writing that the information is being placed in the file, and including a copy of the relevant information from the file.

8.2 DISCIPLINARY ACTION

Before any formal disciplinary measures are initiated, the Employer shall take all reasonable steps to discuss and resolve the issue with the employee. Dismissal, as the most severe course of disciplinary action open to the Employer, shall normally occur only after a positive and supportive process for improvement has failed to result in a satisfactory level of performance.

8.3 JUST CAUSE

No employee shall be discharged, suspended, or in any way disciplined except for just and reasonable cause and only on the written authority of the Employer. In all cases, the burden of proof of just cause shall rest with the Employer.

8.4 PROCEDURE

- 8.4.1 An employee can only be disciplined after a meeting has occurred between the employee and a member of Administration, with a Union representative present if the employee so desires. At any meeting that is likely to give rise to disciplinary action or is otherwise connected with disciplinary matters, the employee shall be told the full reasons for the disciplinary action, as well as the disciplinary action to be taken.
- 8.4.2 The disciplinary action and the reasons shall be confirmed in writing within five (5) working days of the disciplinary action. The reasons shall normally set out the substance and source of the allegations against the employee. When an employee is suspended or dismissed, the Union will be notified of the discipline, also within five (5) working days, and shall receive a copy of the reasons provided to the employee.

9. HOURS OF WORK / WORKLOAD

9.1 HOURS OF WORK

- 9.1.1 The College's normal hours of operation for credit courses are 8:30 am- 10:00 p.m. on Monday to Thursday and 8:30 am to 4:30 p.m. on Friday. Notwithstanding these hours, the regular hours of work for Faculty shall normally be between 8:30 am and 5:30 p.m., Monday to Friday, with a one-half (0.5) or one (1) hour lunch period as near to midday as the class schedule permits.
- 9.1.2 Employees may be required to work outside the regular hours of work on no more than two (2) occasions per week, except by consent, or in situations when employment conditions requiring evening or weekend delivery of instruction have been accepted.

Teaching duties will be scheduled on five (5) consecutive days, Monday to Saturday, unless the employee agrees otherwise.

Departments shall, in consultation with the Dean or designate, establish fair and equitable practices for the assignment of instructional duties outside the range of regular daytime and weekday working hours.

- 9.1.3 Full-time instructional faculty will normally be required to account for 30 hours per week of on-site duties throughout the academic year, and these shall not be altered, except by consent. These include teaching assignments, office hours, travel time and related activities approved as outlined in 9.2. When approved committee meetings fall within the time a faculty member is normally scheduled

to be on campus, the time involved shall be deemed to be part of the scheduled weekly activity.

It is understood that activities such as preparation and marking will normally require additional time beyond the thirty (30) hours of required on-site presence each week.

- 9.1.4 An instructor's workload shall not extend beyond a maximum of ten (10) continuous hours in any one day unless waived by mutual agreement between the employee and the Dean or designate.
- 9.1.5 A period of twelve (12) consecutive hours must elapse between the completion of an employee's duties on one working day and the commencement of duties on the following day, unless this provision is waived in writing by the employee. Travel time as described in Appendix A shall be counted in determining the elapsed time.

9.2 ASSIGNMENT AND SCHEDULING OF DUTIES

9.2.1 Assignment of Duties

- 9.2.1.1 Assignment to employees of courses and other duties shall be determined by the Department Chair and the department, in consultation with the Dean or designate, and in accordance with the provisions of this Section. Every reasonable effort shall be made to accommodate the preferences of the employee.
- 9.2.1.2 Assignment of duties and responsibilities must be established and approved no later than thirty (30) work days before the assignment is to begin, and faculty shall be notified of their assignments in writing at this time. The employer shall also provide the Union with a summary of all workload assignments.

9.2.2 Scheduling of Duties

- 9.2.2.1 Scheduling of courses shall be coordinated by the regional campus administration, in consultation with the centre/campus employees and instructional Dean or designate. In determining faculty schedules, the appropriate administrator shall make every reasonable effort to act in accordance with stated faculty preferences, recognizing that the needs of students must be the first consideration. Seniority shall be used as the deciding factor when conflicts between faculty preferences can be resolved in no other way.

Each campus/region shall have a standing committee to deal with the resolution of timetabling problems. The committee shall consist of a representative of the campus administration, a member of the counselling or advising staff and two (2) employees elected by the campus faculty.

Draft timetables for Fall and Winter offerings shall be prepared no later than June 1; timetables for intersession courses shall be prepared at least 30 (thirty) working days prior to the commencement of the term. Final course timetables shall be posted at least 15 (fifteen) working days before schedule implementation.

- 9.2.2.2 In the event of special program funding, where it is not feasible to meet the requirements of 9.2.1.2 and 9.2.2.1, assignments and scheduling of duties and notification of faculty shall be completed as soon as possible.

9.3 DETERMINATION OF WORKLOAD

- 9.3.1 In determining the formal assignment of workloads, the following factors shall be taken into account:

1. size of classes;
2. total number of students dealt with;
3. nature of courses;
4. number of different courses;
5. number of different disciplines taught;
6. responsibilities to open students/courses;
7. need for, and availability of, instructional support;
8. marking requirements;
9. approved committee involvement;
10. concurrent or other course development activities;
11. number of locations at which the employee is required to teach and the travel time involved;
12. approved administrative and other non-instructional responsibilities;
13. whether the employee is teaching the course for the first time;
14. specific instructional needs of students.

9.4 INSTRUCTIONAL YEAR

- 9.4.1 The regular instructional year for university transfer, advanced and provincial ABE and for career diploma programs shall consist of two (2) semesters. Regular employees may be assigned to teach a single scheduled course in the May-June intersession period not more than once every alternate year, except by consent. Instructors teaching intersession courses will not be required to support open students at the same time, except by Departmental agreement. Instructors not teaching intersession courses and not engaged in approved Professional Development activities shall be required to support open students, conduct curriculum development activities or perform other duties as assigned.

The assignment of duties during intersession periods shall occur as outlined in 9.2.1.1.

9.4.2 For all other programs, the instructional year shall normally fall within the months September through June.

9.4.3 Curriculum and Professional Development

9.4.3.1 Curriculum development, as described in 9.14, will normally, but not necessarily, be conducted during a time distinct from Professional Development.

9.4.3.2 For all regular faculty, the instructional year shall include twenty two (22) days for approved professional development, as described in Article 11. Notwithstanding 9.4.3.1, it is understood that of the twenty two (22) days allocated annually for professional development, the employee may be assigned not more than ten (10) days for curriculum development.

The nature and extent of any curriculum development activities conducted during the professional development period shall be determined in consultation with the employee, Department Chair and Dean or designate, taking into consideration other professional development activities proposed by the employee. It is understood that professional development activities previously approved by the Professional Development Committee shall take precedence.

9.4.3.3 Professional development activities shall be authorised by the appropriate Dean or designate on the basis of recommendations received from the Department Chairs in consultation with their departments. Authorisation shall not be unreasonably withheld. Employees seeking support from the Professional Development Fund for their professional development activities shall also send their applications to the Professional Development Committee.

In the event there is no Department Chair, faculty members may seek written support of their applications from other colleagues or the Department Chair of the most closely related Department.

9.5 CALCULATION OF WORKLOAD: INSTRUCTIONAL UNITS

9.5.1 In order to quantify the major components of an instructional assignment, it is agreed that employees will be assigned instructional units for their various instructional duties and related activities. The total number of instructional units allocated to each employee will be used to determine the employee's overall workload, as outlined in Section 9.5.

9.5.1.1 The maximum full-time instructional load shall not exceed fifteen (15) instructional units per week, averaged over the instructional year, and shall not exceed eighteen (18) instructional units in any one duty week.

One (1) instructional unit is defined as:

1. 1 hour of direct instruction using lecture format in which new material, requiring preparation, is presented to a scheduled class;
2. 1.8 hours of lab supervision/instruction if a lab assistant is available, to a maximum of 12 hours per week. Should the total assigned hours of lab instruction exceed twelve (12) per week, this weighting may be altered on the basis of a recommendation by the Department Chair in consultation with the employee and Dean or designate.
3. between 1 and 1.6 hours of lab supervision/instruction if a lab assistant is not available. The figure used shall depend upon the amount of work involved in setting up and dismantling the labs, and shall be determined, on a course by course basis, by the Department Chair in consultation with Departmental employees and the Dean or designate.
4. 1.4 hours of instruction for clinical delivery mode;
5. 1.8 hours of trade or technical instruction;
6. 1.8 hours of regular instruction for office careers, computer applications and tourism programs;
7. 1.6 hours of practicum supervision;
8. 1.6 hours of classroom instruction in ABE, ESL and language classes where there is a combination of lecture, group work, desk work and lab-like activity;
9. 1.6 hours of studio instruction for visual arts, a maximum of 8 hours of which, per week, may be used for supervised studio activity;
10. 1.6 hours of classroom instruction, to include a minimum of six (6) hours of Disabled Student Services where applicable, in A.S.E;
11. 3 hours of direct travel to and from a teaching location other than the work location, as assigned in 9.18.1, when the employee teaches in more than one College campus/centre on the same day or when the employee teaches in a campus/centre located more than sixty (60) km from the home campus/centre.

12. 1.0 instructional unit for every nine (9) assessments where an instructor is carrying out a college assessment function, not program specific, during the instructional term.

9.5.2 Instructional Unit Adjustments

Where the complexity of the instructional materials warrant, the allocation of instructional units for any course shall be increased by 20% for any course(s) which the employee has not taught within the previous two (2) years and where no time has been specifically allocated for preparation in advance of the course start date. The amount of preparation time appropriate for any course shall be determined by mutual consent amongst the Dean or designate, Department Chair and departmental employees.

- 9.5.2.1 Where there is a substantial change in course content during the academic year, and the department, in consultation with the Dean or designate, determines that immediate course modification is required, the additional development time will be provided for the instructor charged with implementing the changes.

9.5.3 Open Students

- 9.5.3.1 Instructional units shall be determined on the following basis for employees instructing open students (with the exception of Office Careers):
 1. 0.5 instructional units per week for every six (6) students in non-lab open courses;
 2. 1.0 instructional unit per week for every six (6) students in open courses with a regular lab component where no lab assistant is present, and 0.65 instructional units per week for such courses where a lab assistant is present;
 3. 1.0 instructional unit per week for each 1.5 units of open courses tutored, with shorter courses to be pro-rated on unit value, as long as such courses are not being taught concurrently in a scheduled format.

When instructors are employed to deal exclusively with open students as content specialists on a regional or College-wide basis, this clause shall not apply unless three (3) or more courses are involved. For every additional 1.5 unit course beyond two (2) courses, 0.5 instructional units shall be assigned per week, with shorter courses pro-rated on unit value. Clause 9.15.5 shall apply in the event the instructor is assigned course supervisory responsibilities. Agreement of the Union shall be sought for all new positions of this nature prior to recruitment.

9.5.3.2 The workloads of faculty instructing open students shall be evaluated at the start of each month, and shall include course extensions. It is recognised that the number of open students assigned to an employee may sometimes " peak" in January due to an overlap of completing students with new registrations. This peak will be ignored in calculating workloads for that month provided the situation does not persist into February.

9.6 STUDENT CONSULTATION HOURS

Department Chairs will determine, in consultation with their departments and the appropriate Dean or designate, the appropriate number of office hours required on a weekly basis for instructors to be available for student consultation. All instructors shall post their timetables with office hours indicated. In programs where students have constant access to the instructor, the office consultation will be by appointment only.

9.7 COURSE PREPARATION IN ACADEMIC AND CAREER PROGRAMS

Instructors in academic and career programs shall not be expected to prepare more than 3 different 1.5 unit courses in a given semester. This may be exceeded under the provisions outlined in 9.10.2 (Underload), or by mutual agreement between the employee and Dean or designate.

9.8 OTHER DUTIES

In the event the College requires an instructor to undertake, on a regularly occurring basis, specified duties not mentioned elsewhere in Section 9, such duties shall be considered part of the employee's workload to an extent to be determined by consultation between the employee, the Department Chair and the dean or designate.

Examples of such duties include, but are not limited to, such things as the arrangement and supervision of work experience placements, assessment related activities, regularly scheduled group advising or pre-registration counselling sessions and region-wide responsibilities, apart from those exercised by Department Chairs.

Where deemed appropriate by the parties, such duties may be assigned an instructional unit value to be used in the quantification of overall workload. The assignment of instructional units shall be agreed upon between the Employer and the Union in consultation with the Department Chair and department employees.

9.9 NUMBER OF COURSES AND SECTIONS

The number of scheduled courses an instructor will handle in a given semester will vary from program to program and may vary from campus to campus. In academic courses at the university transfer level, and in two year career diploma programs, the assignment for a full-time instructor shall not exceed four (4) scheduled courses per semester. An additional section/preparation may be added under the provisions outlined in 9.10.2 (Underload). The number of courses may be pro-rated for courses involving more or fewer than three (3) instructional units per week. This provision shall not be enforced to the extent that it exceeds the workload as specified in Article 9.5.

9.10 STUDENT LOAD: UNIVERSITY TRANSFER, ADVANCED AND PROVINCIAL ABE, CAREER DIPLOMA PROGRAMS

9.10.1 The student load, which is the total of open and scheduled students, shall not at any time exceed one hundred and twenty five (125) students per instructor, unless special circumstances apply. These exceptions shall be negotiated separately and shall include instances where technology or additional support are provided.

To address specific instructional situations, the following guidelines shall also apply:

1. 115 students shall be considered the maximum load for English instructors, except in English Composition, where the maximum shall be 100 students;
2. Each student in laboratory science courses with a scheduled, regular laboratory component shall count as 1.5 students for the purposes of calculating student loads.
3. The calculation of student numbers for determining workload shall take place on the last day that a student can obtain a refund of course fees.

9.10.2 Student Underload

9.10.2.1 In any semester where academic, advanced or provincial level ABE, or Career diploma instructors carrying a full workload as defined in Article 9.5 have student workloads more than 25% below the maxima defined in Article 9.10.1, then their workload may be adjusted by one, or a combination of, the following expedients, as determined by consultation among the Department Chair, the Dean or designate and the employee:

1. teaching a maximum of one (1) additional course, either in the semester in which the shortfall occurs, or in the next semester or intersession period. Additional instructional units accrued in this way shall not be considered in calculating overload;
2. engaging in new or ongoing course development activities;
3. accepting additional open students;
4. acting as instructor, marker and/or course supervisor for open courses on a college wide basis;
5. or any other activities mutually agreeable to all parties.

9.10.2.2 It is understood that every possible effort shall be made to prevent underloads arising through lack of adequate instructional space or facilities. Priority in assigning classrooms or other resources shall be given to instructors who might otherwise be forced into an underload situation. Where an underload situation arises on account of insufficient space or resources, no instructor shall be required to teach an additional course or section except by consent.

9.11 SCHEDULED SECTION/CLASS SIZES

9.11.1 Academic and Career Diploma classes shall not exceed 35 students except in those situations where it is deemed appropriate by the department or employee to offer lectures to larger groups. The following limits shall also be observed:

1. Part-time vocational programs: Maximum class sizes shall be determined by considering the following factors:
 - (i) limits imposed by external agencies;
 - (ii) practical component requirements;
 - (iii) facilities and location for delivery.

Normally class sizes for part-time vocational courses shall not exceed twelve (12) students for courses having a practical component and up to twenty (20) students for primarily theory courses.

2. Other vocational programs:

	<u>Theory</u>	<u>Practical</u>
Log scaling, MED	24 students	12 students
Nautical, Drafting, Electronics	20 students in all sections	
Driver training	20 students	4 students
Automotive HD	20 students	16 students
Welder, Welder/Fabricator	20 students	16 students

	Electrical entry level students	20 students	16
	Trades upgrading	20 students	12 students
	Chef training	16 students in all sections	
3.	Office Careers:	20 students	
4.	English composition classes in U.T:	25 students	
5.	English U.T. literature classes, with a major composition teaching element at the first year level:	30 students	
6.	ESL (all levels)	16-18	
7.	ABE Fundamental:	12-14 students	
8.	ABE Intermediate:	20 students	
9.	ABE Advanced/Provincial:	25 students in Maths/English 30 students in other	
10.	Adult Special Education (ASE):	12 students	
11.	Nursing:	8 students in clinical 12 students in lab 16 students in preceptorship 32 students in class	
12.	Early Childhood Education (ECE):	24 students in class 12 students in practicum	
13.	Visual Arts:	12-24 students depending on studio requirements	
14.	Continuing Care Program:	20 students in class 10 students in lab 10 students in clinical.	

9.11.2 Notwithstanding the above limits, class sizes in any course shall not exceed the capacity of the equipment or safe working limits of the facilities available.

9.11.3 Class sizes in new program areas shall be established between the Union and the Employer in consultation with the Dean or designate and the Department Chair(s) in the relevant program area.

9.12 CONTRACT SERVICE WORK

When employees covered by this Agreement are involved in contract service work, all hours worked in excess of the weekly workload as defined in Article 9.5 shall be banked and taken as time off between courses. Time banked in this way cannot be accumulated over more than two (2) consecutive courses, where the length of the courses exceeds forty (40) hours..

9.13 OVERLOAD

It is recognised that it is in the best interests of both the employer and employee to avoid overload situations. Acceptance of an overload in any semester is voluntary, but when such overload occurs, the Employer shall make every reasonable effort to arrange a corresponding reduction in workload in the next semester. In addition, the following provisions shall apply:

- 9.13.1 An overload situation will arise when an employee agrees to accept an assignment which results in more than fifteen (15) instructional units per week, averaged over the contract year.
- 9.13.2 Overload shall be calculated at the end of each instructional year, on the basis of one hour overload for every instructional unit worked above the weekly average of fifteen (15) instructional units.
- 9.13.3 The Employer agrees to compensate the employee for the overload by providing a reduced assignment in the following semester, or by providing time off with full pay, or by paying compensation based upon the hourly rate specified in this Agreement. Determination of compensation shall be based on one (1) hour of overload, as specified in 9.13.2, being equivalent to one and one half (1.5) hours of compensation.

9.14 CURRICULUM DEVELOPMENT

- 9.14.1 For purposes of this Section, curriculum development consists of major development or revision of courses.
- 9.14.2 Curriculum development activities shall be authorised by the appropriate Dean or designate on the basis of recommendations received from Department Chairs in consultation with their departments.
- 9.14.3 The assignment of curriculum development activities to individual faculty, and the time(s) when such activities shall occur, shall be decided by mutual consent of the Department Chair, employee and Dean or designate.

9.14.4 When curriculum development occurs concurrently with instructional activities, the time required for development activities shall be calculated as part of the regular workload as defined in Article 9.5, on the basis of two (2) development hours equals one (1) instructional unit. This provision shall be waived when curriculum development is undertaken to adjust work underloads as described in Article 9.10.2.

9.15 COURSE SUPERVISION/MARKERS FOR U.T., PROVINCIAL AND ADVANCED LEVEL A.B.E.

9.15.1 Each open course shall be managed regionally by a Course Supervisor who shall assume the following responsibilities:

1. to ensure the course content meets Provincial and/or other requirements;
2. to identify appropriate instructional materials;
3. to ensure the currency of exams and assignments;
4. to coordinate and liaise with the Manager of Curriculum and Program Support and with local instructors;
5. to identify major curriculum development needs and make appropriate recommendations to the Department Chair;
6. to identify qualified Markers in consultation with the Department Chair;
7. to collect appropriate annual data and report to the Department.

9.15.2 Course Supervisors shall be determined by Department Chairs in consultation with department members.

9.15.3 Major revision/development work for open courses as identified above shall occur only as described in Article 9.14.

9.15.4 When local instructors do not mark assignments and exams for open students assigned to them, then the instructional units assigned for such students shall be divided as follows:

1. The local instructor shall receive 50% of instructional units as allocated in 9.5.3.1 and 9.5.3.2.
2. If the marking is undertaken by a full-time employee, that employee shall receive 50% of the amount designated in 9.5.3.1 and 9.5.3.2.
3. If marking is undertaken by an employee to adjust an underload situation as described in 9.10.2, the provisions in 9.15.4.2 shall not apply.

9.15.5 In calculating the workload of course supervisors, each 1.5 unit course supervised shall contribute 0.2 to 1.0 instructional units per week to the workload of the employee. The Department Chair in consultation with the department and appropriate Dean or designate, shall determine the value within this range, taking into consideration the requirements of the specific course.

9.16 NON INSTRUCTIONAL FACULTY

Non-Instructional faculty shall have a scheduled work week not exceeding thirty five (35) hours per week averaged over any two (2) week period.

9.17 DEPARTMENT CHAIRS

The release time required to perform the administrative functions of the Department Chair positions shall be deducted from the total workload of the Department Chair with no less than fifty percent (50%) of this release taken from direct instructional duties.

9.18 ASSIGNMENT OF TEACHING LOCATIONS OR TEMPORARY DUTIES

9.18.1 An employee shall be assigned to work at a specific campus or centre. Any alteration to the above must be by mutual agreement between the employee and the Employer. Employees shall not be required to teach at more than one other college location within a semester, except by consent.

9.18.2 When an employee is temporarily assigned a role that carries with it additional compensation, the employee shall receive the higher salary for the duration of the assignment.

9.19 TRAVEL ON COLLEGE BUSINESS

9.19.1 The college shall provide substitutes, where possible, for employees travelling on approved college business. The table known as Appendix A shall be used to determine travel times for this purpose.

9.19.2 In instances where no other means of transportation can be made available, and when a Employee is required to drive their personal vehicle more than 1600 business kilometers in their ICBC year, the Employer shall pay the additional costs of necessary insurance over and above coverage for driving to and from work. Employees shall be responsible for arranging such additional insurance and may claim reimbursement from the College upon providing reasonable justification.

9.20 SUBSTITUTE INSTRUCTORS

9.20.1 Whenever possible, the Employer will provide substitute instructors to relieve instructors who are absent as a result of illness or emergency or for other unavoidable reasons. The procedures for recruiting and determining suitability of substitutes shall be in accordance with article 6.4 of this agreement. The procedures for assigning substitutes shall be developed by each campus director, in consultation with local faculty. A list of potential substitutes shall be compiled and circulated as appropriate by the beginning of each session.

9.20.2 In the event a faculty member requires a substitute, he/she shall provide the campus administration as much advance notice as possible, and the Director or designate shall arrange for the substitute. In emergency situations, when advance notice is not possible, the instructor shall be responsible for arranging substitute coverage.

9.21 COOPERATIVE EDUCATION

Faculty involved in cooperative education, including the supervision of students, shall be provided with appropriate release time from assigned duties, as agreed in consultation with the employee(s), Coordinator of Cooperative Education, Department Chair and Dean or designate.

9.22 INSTRUCTOR IN CHARGE

The Instructor in Charge of a Centre shall be provided with sufficient release time to accommodate the administrative duties associated with this position. In the event the Instructor in Charge is part-time, the employee's contract shall be increased accordingly. The release time shall be decided by consultation between the employee, the Director and other Centre employees.

9.23 GENERAL

In the event that programs or faculty positions are created which are not covered by the provisions of this Article, or where the application does not permit the workload of any employee to be determined realistically, the workload shall be agreed between the Union and the Employer in consultation with the employees in the department.

10. LEAVE, PAID AND UNPAID

10.1 STATUTORY HOLIDAYS

10.1.1 The following days are recognised as Statutory Holidays:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
B.C. Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

and any other day declared a statutory holiday by the Federal or Provincial Government.

10.1.2 Employees shall not be assigned to work on a Statutory Holiday.

10.1.3 When the holiday falls on a day when the College is officially closed, the next regular working day shall be observed as the holiday.

10.1.4 Part-time employees shall receive normal pro-rated pay for any scheduled work day which coincides with a statutory holiday.

10.1.5 Christmas Break

A three (3) day vacation break shall be granted in addition to the Statutory Holidays between December 25 and January 1.

10.2 VACATION

10.2.1 The annual vacation entitlement for regular employees shall be forty (40) days. This allowance shall include the three (3) days described in 10.1.5.

Employees with less than one (1) year of service shall have their vacation entitlements pro-rated.

- 10.2.2 Vacation dates will be mutually agreed between the employee and the Employer. Vacations shall normally be taken at times free from assigned instructional duties.
- 10.2.3 Employees shall receive an extra day's vacation for each statutory holiday that falls during their annual vacation period.
- 10.2.4 Vacation pay shall be calculated at six percent (6%) of pay for sessional faculty and four percent (4%) of pay for casual faculty over the duration of their employment periods.

10.3 SICK LEAVE

- 10.3.1 Each regular full-time employee shall accumulate 1.5 working days of sick leave credits for each month of service or portion thereof.
- 10.3.2 Each part-time regular or sessional employee shall receive sick leave credits pro-rated to the actual hours worked.
- 10.3.3 Sick leave credits shall be cumulative to one hundred and twenty (120) days.

Sick leave credits shall be cumulative to a maximum of thirty (30) days for employees hired after September 1, 1994. Employees hired prior to that date shall maintain the total number of sick leave credits accumulated to August 31, 1994. When the employee's accumulated sick leave credits total falls below thirty (30) days, the employee shall commence accumulating credits to a maximum of thirty (30) days.

- 10.3.4 Employees shall receive credit for any unused sick leave credits they had at the implementation of this clause.
- 10.3.5 Employees shall not accumulate sick leave credits while on the following leaves of absence:
1. general leave of absence in excess of one (1) month;
 2. deferred salary and educational leave;
 3. full-time Union or public duties.

10.3.6 Medical Certificates

The Employer may request supporting medical certificates for absences due to illness or injury. The cost of a medical certificate, if any, shall be paid by the Employer.

10.3.7 Sick Leave during Pregnancy

Illness due to pregnancy during employment and prior to planned Maternity Leave of Absence may be charged to normal sick credits.

10.4 BEREAVEMENT LEAVE

10.4.1 In the case of bereavement in the immediate family, an employee not on leave of absence without pay shall be entitled to special leave at the employee's regular rate of pay from the date of death to and including the day of the funeral with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five (5) working days and shall apply to Regular employees and Sessional employees with contracts of fifty percent (50%) or greater, and with a duration of four (4) months or longer..

If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days vacation.

10.4.2 Immediate family is defined as an employee's parents, spouse, common-law spouse, child, brother, sister, father-in-law, mother-in-law, grandparents, grandchild, and any relative who has been residing in the same household or any other relative for whom an employee is required to administer bereavement responsibilities.

10.4.3 In the event an immediate family member suffers a medical crisis in, which death is considered imminent, the employee may take visitation leave of up to five (5) days. This leave may be taken in lieu of bereavement leave, on the understanding that additional leave, if needed to attend a later funeral of the same family member, shall be treated as normal vacation leave or leave without pay, at the option of the employee.

10.4.4 In exceptional circumstances, the Office of Human Resources may grant additional bereavement leave.

10.5 MATERNITY LEAVE

10.5.1 An employee, on written request, is entitled to maternity leave from work for a period of up to eighteen (18) weeks commencing up to eleven (11) weeks immediately before the expected delivery date. The Employer shall defer the commencement of the maternity leave for any period of time requested by the employee and approved by her medical practitioner.

10.6 PATERNITY LEAVE

An employee shall be entitled to, upon written request, up to three (3) days time off without pay but with full benefits to attend the birth of his child.

10.7 PARENTAL LEAVE

An employee, on written request, is entitled to an additional twelve (12) weeks parental leave without pay and with full benefits. The father may take parental leave at any time in the year immediately following the birth date of the child, but the mother shall take parental leave continuous with her maternity leave.

10.8 ADOPTION LEAVE

An employee, on written request, is entitled to up to twelve (12) weeks time off, without pay, and with full benefits in the event of the adoption of a child.

10.9 MATERNITY, PARENTAL AND ADOPTION LEAVES

10.9.1 The services of an employee who is absent from work under these leaves shall be considered continuous, and the Employer shall continue to make payment to any pension, medical or other plan beneficial to the employee in the same manner as if the employee were not absent.

10.9.2 When an employee resumes employment at the expiration of these leaves, the employee shall be reinstated in all respects by the Employer into the position previously occupied and with all increments to wages and benefits to which the employee would have been entitled had the leave not been taken.

10.10 LEAVE FOR COURT DUTIES OR APPEARANCES

10.10.1 An employee who is subpoenaed for jury duty or as a witness shall be granted time off with pay for the period of the leave.

10.10.2 An employee, in receipt of regular earnings while serving at court, shall reimburse the Employer all monies paid by the Court except travelling and meal allowances not reimbursed by the Employer.

10.10.3 Where an employee's private affairs have occasioned a court appearance, a leave of absence, without pay and with full benefits, shall be granted to a maximum of five (5) days for such court appearance.

10.11 SPECIAL LEAVE

10.11.1 An employee may request a special leave with pay for the following reasons:

1. marriage of the employee;
2. attending wedding of employee's child;
3. divorce of the employee;
4. moving of household furniture and effects to a different residence;
5. attending a hearing to become a Canadian citizen;
6. attending funeral as a pall bearer or mourner.

Requests for such leave(s) shall not be unreasonably denied and shall not exceed a total of three (3) days leave for all causes in any one (1) calendar year.

Special leaves do not apply during vacation periods.

10.11.2 In the case of illness of a member of the immediate family of the employee, and where no one at home other than the employee can provide for the needs of an ill person, the employee is entitled to use annual sick leave entitlement up to a maximum of ten (10) working days per year.

10.12 POLITICAL LEAVE

10.12.1 If nominated as a candidate for election at the Federal, Provincial, or Municipal level, leave of absence without pay shall be provided during the election campaign.

10.12.2 If elected to a full-time office, a leave of absence without pay or benefits shall be provided for one year, renewable each year on request, for the term of office.

10.12.3 The employee must make a request in writing at least three (3) months prior to the anticipated commencement of said leave.

10.12.4 Employees returning from such leave shall advise the Employer at least three (3) months prior to the expected return to work and shall resume their duties no later than the beginning of the next recognised work period.

11. PROFESSIONAL DEVELOPMENT

11.1 PURPOSE OF PROFESSIONAL DEVELOPMENT

In order to maintain excellence of instruction and educational service at North Island College, there is a need for faculty to pursue activities related to professional development. It is recognised that professional development is both an individual and shared responsibility.

11.2 FUNDING OF PROFESSIONAL DEVELOPMENT

11.2.1 Each year the Employer shall place an amount equivalent to one percent (1%) of the total faculty bargaining unit budget into the Professional Development Fund.

Effective March 31, 1995 and each year thereafter, the Employer shall place an amount equivalent to one-and-one-half percent (1.5%) of total faculty bargaining unit salary budget into the Professional Development Fund.

11.2.2 The Professional Development Committee shall submit to the College monthly a statement accounting for all expenditures.

11.2.3 The Professional Development Fund shall normally be allocated as follows:

40%	In-service professional development
20%	Assisted short-term professional development leave
40%	Assisted long-term professional development leave

11.2.4 The Professional Development Committee may, within a fiscal year, alter the percentage funding allocations (article 11.2.3), at its discretion, and in response to applications for different categories of professional development funding.

11.2.5 Any funds unspent at the end of the fiscal year shall accrue to the Professional Development Fund for the next fiscal year.

11.2.6 Where approved Professional Development activities can only be taken during scheduled class time, the college shall provide a substitute, who shall be paid out of the college budget.

11.3 TIME ALLOCATED FOR PROFESSIONAL DEVELOPMENT

11.3.1 Effective September 1, 1993, all regular full-time instructional faculty employees shall have twenty two (22) working days per year of combined professional development and curriculum development time, as defined in 9.4.3.2, scheduled in a single block of time or in time periods mutually agreeable to the Employer and the employee.

Regular non-teaching faculty shall have a maximum of twelve (12) working days per year for professional development, scheduled at times mutually agreeable to the Employer and the employee.

Regular part-time employees shall have the same allocation, pro-rated to the proportion of their contract. The calculation of combined professional and curriculum development time shall include any sessional contract increases to their regular assignment after September 1, 1994.

11.3.2 Sessional employees are encouraged to maintain competence and qualifications in their field of study, and may apply to the Professional Development Committee for funding for professional development activities.

11.3.3 When employees are prevented by College duties or other circumstances from using the whole, or part of their professional development time entitlements, they may, with the permission of the appropriate Dean, carry a maximum of twelve (12) days forward for one (1) year. The days carried forward shall be added to the entitlement for the following year and shall be taken in that year.

11.4 PROFESSIONAL DEVELOPMENT COMMITTEE

A Joint Professional Development Committee will be established consisting of two (2) members appointed by the College administration and four (4) members elected by the Union. The Committee shall elect its own chair and will perform the following tasks:

1. allocate and monitor the Professional Development Fund. The Committee shall keep records of all expenditures and will work with the Accounting Office of the College to ensure that monthly reporting is accurate and up to date.
2. ensure that a quality program of professional development is provided for all faculty at the College;
3. establish, maintain and apply clear guidelines, criteria and procedures for supported Professional Development applications, in a way that is fair and equitable.

11.5 CLASSIFICATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES

11.5.1 There shall be five (5) categories of professional development activities:

1. In-Service Professional Development
2. Assisted Short-Term Professional Development Leave
3. Assisted Long-Term Professional Development Leave
4. Unassisted Professional Development Leave*
5. Assisted Exchange Leave*

* Unassisted leaves and faculty exchanges do not require application to the Professional Development Committee.

11.6 IN-SERVICE PROFESSIONAL DEVELOPMENT

11.6.1 In-service professional development is defined as time off at full pay for the purpose of attending conferences, workshops, seminars, courses and other approved professional development activities. Time taken for such activities shall be deducted from the employee's total professional development time entitlement (Article 11.3.1) and, when possible, shall be taken at a time when the employee is free of regular instructional duties. Normally such activities shall not take the employee away from regular instructional duties for more than five (5) working days at a time, except under exceptional circumstances agreed to by the Employer and the employee.

Travel expenses, fees and other costs shall normally be paid out of the Professional Development Fund.

11.6.2 It is clearly understood that in-service professional development shall also include activities such as reading or research in areas of instructional expertise, improvement of instructional or organisational techniques and skills and preparation of materials to enhance instructional effectiveness.

Such activities will normally occur during the time set aside for professional development activities (article 11.3.1).

11.6.3 The total time taken for activities in 11.6.1 shall not exceed twenty two (22) days in any year, except by agreement with the Employer.

11.6.4 Annual Professional Development Activities

11.6.4.1 Employees shall submit details of proposed professional development activities to their Department Chairs at least two (2) months prior to the start date of the activity, unless special circumstances justify shorter notice.

- 11.6.4.2 All professional development activities shall be authorised by the appropriate Dean or designate on the basis of recommendations received from the Department Chairs in consultation with their departments. Authorisation shall not be unreasonably withheld, and reasons for denial shall be given in writing.

In the event there is no Department Chair, faculty members may seek written support of their applications from other colleagues or the Department Chair of the most closely related Department.

- 11.6.4.3 Employees shall submit requests for professional development support to the Professional Development Committee. The Professional Development Committee shall publish separately the application procedures and advance notice required.

11.7 ASSISTED SHORT-TERM PROFESSIONAL DEVELOPMENT LEAVE

- 11.7.1 Short-term professional development leave is defined as leave of six (6) to sixty (60) working days, during which time the employee shall receive full pay and benefits.

- 11.7.2 The employee shall be eligible for assisted short-term educational leave after accumulation of the equivalent of three (3) years of seniority with the College since initial appointment or since completion of the most recent assisted educational leave.

11.8 ASSISTED LONG-TERM PROFESSIONAL DEVELOPMENT LEAVE

- 11.8.1 Assisted long-term professional development leave is defined as leave of sixty one (61) days up to a maximum of one hundred and sixty (160) working days during which the employee shall receive up to seventy percent (70%) of full base pay plus up to a maximum of one hundred percent (100%) of full health and welfare benefits. Leaves may be extended beyond the one hundred and sixty (160) days provided the cost of the leave does not exceed the cost of a leave at seventy percent (70%) for one hundred and sixty (160) days.

- 11.8.2 An employee shall be eligible for assisted long-term professional development leave after the accumulation of five (5) years of seniority with the College since initial appointment or since completion of the most recent assisted professional development leave.

- 11.8.3 A group of employees may apply to share a long-term professional development leave, on a pro-rata basis, for an approved project.

11.9 UNASSISTED PROFESSIONAL DEVELOPMENT LEAVE

- 11.9.1 Unassisted professional development leave is defined as leave of up to one (1) year, with the option to extend to a maximum of two (2) years with the consent of the Employer, during which time the employee shall not be paid. An employee shall be eligible for unassisted professional development leave after completion of the probationary period of employment with the College. The employee shall return to the position held at the time of the start of the unassisted leave upon completion of the leave period.
- 11.9.2 Application for such leave shall normally be made to the Employer at least six (6) months before the intended start date, although this requirement may be waived under exceptional circumstances. A request for extension to the unassisted leave shall be made in writing at least three (3) months prior to the expiry of the leave.
- 11.9.3 The employee shall be responsible for the full cost of health, welfare and pension benefits, and shall make the necessary arrangements with the Employer to ensure their maintenance.

11.10 ASSISTED EXCHANGE LEAVE

- 11.10.1 Assisted exchange leave is defined as leave with full pay and benefits whereby a qualified faculty member, with consent, is exchanged with an instructor similarly qualified from another institution for a period up to one (1) year. The Employer will encourage and facilitate such exchanges whenever they are judged to be in the interests of the College and the employee.
- 11.10.2 Faculty exchanges are viewed as professional development activities, rather than concessions or awards to employees.
- 11.10.3 An employee on exchange at another institution shall remain an employee of the College for the purposes of Union membership, basic compensation and employee benefits, but will agree to the working conditions of the host institution while on exchange; similarly, incoming exchange faculty remain employees of their own institution but agree to the working conditions of the Employer while on exchange at the College.
- 11.10.4 The following are the basic procedures to be used for implementation of faculty exchanges:
- 11.10.4.1 Before a faculty exchange can occur, the relevant department in conjunction with the Dean/designate must approve the assignments and periods of exchange for both the employee and new employee concerned, normally at least four (4) months in advance of the exchange. The Union shall be advised of the outgoing and incoming faculty members.

- 11.10.4.2 For the purposes of seniority and salary placement, the employee on exchange shall be considered as being on regular assignment.
- 11.10.4.3 Formal evaluation of performance of the employee on exchange will be deferred.
- 11.10.4.4 Specific professional development projects will not be required of employees on exchange, although a period of professional development may be included in the exchange assignment.
- 11.10.4.5 A report to the Department and to the Dean or designate on the experiences while on exchange shall be required of all employees returning from exchange. The character of this report shall be established by the employee, the Department and the Dean or designate as part of the determination of the assignment.
- 11.10.4.6 The process of selecting exchange employees from other institutions should be similar to that for faculty appointments to the College. A review of credentials will be required along with an alternative to a personal interview by the host department of the College if a personal interview cannot be arranged.
- 11.10.4.7 The Employer shall disseminate information on faculty exchange possibilities and shall provide the Union with the information.
- 11.10.5 Should an exchange prove unsatisfactory, or fail altogether, for any reason, from the viewpoint of the College or the visiting employee, then the College employee on assisted exchange leave shall not be held in any way responsible for any expenses or problems occasioned by this failure.
- 11.10.6 Leave granted under this clause shall not exceed two (2) years.

11.11 DEFERRED SALARY LEAVE

- 11.11.1 An employee desiring such leave shall make a written application to the Employer at least one (1) month prior to entry to the plan. Approval of entry to the Deferred Salary Leave plan shall not be unreasonably withheld, and where approval is not granted, the reason shall be given to the employee in writing.

11.11.2 The maximum period for salary deferral is six (6) years. During this period, the maximum percentage of salary deferred shall not exceed the following:

one year	33 1/3%	two years	33 1/3%
three years	33 1/3%	four years	25%
five years	20%	six years	16 2/3%

The participant may alter the percentage amounts for the next or any subsequent year by providing written notice to the College one (1) month prior to the anniversary date of his/her participation in the plan.

11.11.3 The Employer will administer the plan in accordance with the required legislation pertaining to salary deferral plans, and will bear the administrative expenses of the plan.

11.11.4 The monies retained by the Employer for participants, including interest thereon, shall be invested and reinvested by the Employer in investments offered from time to time by an investor mutually agreeable to the Employer and the Employee. All investments shall be deposited only in an institution covered by the Canada Deposit Insurance Corporation (CDIC). The Employer and the Union shall not be liable to any participant for investments made under this clause.

11.11.5 Interest accruing to the employee shall be paid out annually.

11.11.6 The Employer shall make an annual report to each participant as to the amount of deferred salary together with interest accrued to that date. The annual report shall be made not later than Dec. 31st. of any given year.

11.11.7 Taking of Leave of Absence

11.11.7.1 Participants in the Plan shall give the Employer a minimum of six (6) months notice prior to taking of such leave, which shall not normally be less than four (4) months or greater than one (1) year. At this time, the participant will choose either a lump sum payment at the commencement of the leave, or receive regular biweekly salary payments.

11.11.7.2 The salary to be paid to the employee during the leave of absence shall be related to the monies retained by the College under this plan, less any deductions made by the College for health and welfare benefits, as identified in 11.11.8.

- 11.11.7.3 If the Employer is genuinely unable to obtain a suitable replacement, the Employer will notify the participant in writing not less than four (4) months prior to the requested leave date, that the leave is postponed. The deferred leave may be postponed by not more than one (1) year. In the event of a postponement, the participant may choose to remain in the plan or withdraw from it; in the latter case the Employer shall pay the participant the deferred compensation in one lump sum payment within sixty (60) days of such withdrawal.
- 11.11.7.4 Participants must take the deferred leave after a maximum of six (6) years within the plan or after salary deductions have totaled one hundred percent (100%). Employees may, no later than six (6) months prior to this date, request a postponement of the commencement of their leave. This postponement shall not normally exceed twelve (12) months.

11.11.8 Benefits - Deferred Salary Leave

Benefits will be as follows:

1. The participant shall bear the full cost of health and welfare benefits.
2. No sick leave credits will accrue during the period of leave. Sick leave credits accumulated up to the time of the leave will be carried forward and be available upon return from leave.
3. Vacation credits do not accumulate during the period of such leave.
4. Superannuation deductions will be made in accordance with the Pension (College) Act.

11.11.9 Withdrawal from the Plan

- 11.11.9.1 A participant who ceases to be employed by the College must withdraw from the Plan. Also, under extenuating circumstances, a participant may withdraw from the plan upon giving at least one (1) month's notice of intent to do so. In both cases, the College shall immediately seek redemption from the investor of all monies held on behalf of the participant, and upon receipt, shall remit the full amount to the participant.
- 11.11.9.2 In the event of the death of a participant and upon notice by the executor, the Employer shall pay to the participant's estate the full deferred compensation amount plus accrued interest, subject to the College receiving any necessary clearances and proofs normally required in such situations.

- 11.11.9.3 Participants may, on one occasion, suspend their participation in the plan for a period of not less than six (6) months, or not more than twelve (12) months. When the period of suspension ceases, the participant shall be reinstated in the plan on the first day of the following month.

11.12 SECONDMENTS

- 11.12.1 An employee shall be granted part or full-time release for secondment, for a period not exceeding one (1) year, with the possibility of an extension for a further period not to exceed one (1) year. This release shall be subject to the reasonable and bona fide curriculum and scheduling requirements of the Employer.
- 11.12.2 An employee granted the release shall continue to receive full salary and benefits from the Employer.
- 11.12.3 The College shall arrange for reimbursement of the full cost of salary and benefits.
- 11.12.4 The employee shall continue to accrue seniority equal to the seniority that would have accrued had the secondment not occurred.

11.13 OTHER LEAVES

Leave of absence may be granted an employee without pay for a period not exceeding two (2) calendar years. An employee applying for such leave shall apply in writing at least four (4) months prior to the leave commencement date. In extenuating circumstances, the four (4) month's notice may be waived.

11.14 GENERAL PROVISIONS - ALL LEAVES COVERED BY SECTION 11

- 11.14.1 Any employee or group of employees applying for assisted leaves of any type, shall do so on the understanding that they return to the employ of the College for a period of not less than the term of the leave, or one (1) year, whichever is less. In the case of assisted leaves, failure to do so will require the employee to reimburse the Professional Development Fund for all salary and other benefits paid during the term of the leave.
- 11.14.2 On return from leave, the employee will be returned to the same centre or campus and position as at the point of taking leave and with the applicable salary and benefits.
- 11.14.3 An employee granted any type of professional development leave will be required to maintain contact with the Employer and, where leaves have been approved by the Professional Development Committee, to provide such information as will allow the Professional Development Committee to determine whether or not the

conditions of the leave are being met. Further, the employee, upon return, will be required to submit a report on the activity to the Professional Development Committee.

An employee who defaults on these conditions may have the professional development leave revoked.

11.15 LEAVE DURING PROBATION PERIOD

An employee commencing any leave during the probation period will be required to complete the unexpired portion of the probation upon returning to work.

11.16 ELIGIBILITY FOR SALARY INCREMENTS DURING A LEAVE

An employee on leave of absence with pay shall be eligible for any salary increments as they occur during the leave of absence. The granting of increment for employees on leave of absence without pay shall be deferred until the employees return to their position with the college.

11.17 REFUSAL TO GRANT LEAVE

The College may refuse to grant leaves under Section 11 where such leaves would adversely affect the operation of the department or campus to an unacceptable extent. Decisions regarding such refusals shall be made in consultation with the affected employee and such refusals shall not extend beyond one academic year.

12. HEALTH AND WELFARE BENEFITS

The Employer agrees to continue the following for the duration of this Agreement, and no changes will be put into effect unless mutually agreed between the Employer and the Union. The College cannot be held responsible for the rejection of any claim(s) by the insurers.

12.1 B.C. MEDICAL SERVICES PLAN

12.1.1 All regular employees shall participate in the B.C. Medical Services Plan on the first day of the month following their appointment. The College shall pay one hundred percent (100%) of all premiums.

12.1.2 Sessional employees who are full-time with appointments for a minimum of four (4) months shall participate in the B.C. Medical Services Plan. The College shall pay one hundred percent (100%) of the monthly premiums.

12.1.3 Sessional employees who are half-time or more and who are hired for a minimum of four (4) months shall participate in the B.C. Medical Services Plan. The College shall pay the proportion of the premium that is the same as the employee's work assignment.

12.1.4 Employees who have equivalent coverage elsewhere must exclude themselves from participation in one of the plans.

12.2 EXTENDED HEALTH CARE PLAN

12.2.1 All regular employees shall participate in the Extended Health Care Plan on the first day of the month following their appointment. The College shall pay one hundred percent (100%) of the monthly premiums.

12.2.2 Sessional employees who are full-time with appointments for a minimum of four (4) months are entitled to participate in the Extended Health Care Plan. The College shall pay one hundred percent (100%) of the monthly premiums.

12.2.3 Sessional employees who are half-time or more and who are hired for a minimum of four (4) months are entitled to participate in the Extended Health Care Plan. The College shall pay the proportion of the premium that is the same as the employee's work assignment.

12.2.4 The Extended Health Care Plan shall be sustained for the employees described in 12.2.1 - 12.2.3 and their dependents at the following level:

1. 100% reimbursement for hospital, professional and medical care and prescription drugs in accordance with the benefits policy;
2. Vision care including eyeglasses and contact lenses in the amount of Three Hundred Dollars (\$300.00) every twenty four (24) months effective December 14, 1994.
3. Additional Out-of-Province coverage shall be purchased as required for employees who are away on secondment or College business beyond the term of coverage of the College plan.

12.3 DENTAL PLAN

12.3.1 All regular employees and sessional employees with full-time contracts that are four (4) months or longer shall participate in the Dental Plan. The College shall pay one hundred percent (100%) of the monthly premiums for employees and dependents.

12.3.2 Sessional employees with part-time contracts, that are half-time or more and at least four (4) months in duration, are eligible to participate in the Dental Plan. The College shall pay the proportion of the premiums that is the same as the employee's work assignment.

12.3.4 The Dental Plan shall be sustained at the following level:

1. Plan "A" 100%;
2. Plan "B" 80% to an annual maximum of \$2000;
3. Plan "C" 50% to a maximum of \$2000 per person lifetime limit.

12.4 GROUP LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT

12.4.1 All regular employees and sessional employees with full-time contracts that are four (4) months or longer in duration shall participate in the Group Life Insurance plus Accidental Death and Dismemberment Insurance. Group Life Insurance shall provide a benefit level of three times (3X) the annual salary of the employee to a maximum of \$250,000.00.

12.4.2 Regular part-time employees and sessional employees with appointments which are half-time or more and four (4) months or more in duration shall participate in Group Life Insurance and Accidental Death and Dismemberment Insurance. The College shall pay the proportion of the premiums that is the same as the employee's work assignment.

12.4.3 When employees leave the employ of the College, they may arrange with the carrier for the conversion of their policy to a personal plan.

12.5 SHORT TERM DISABILITY INSURANCE

12.5.1 Short term disability shall be provided at the rate of 66 2/3 % of weekly earnings up to a maximum of \$800.00 (eight hundred dollars) per week.

12.5.2 Short term disability benefits shall begin 7 (seven) days after accident or sickness or upon expiration of accumulated sick leave, whichever is later.

12.5.3 The maximum benefit period shall be 17 (seventeen) weeks.

12.5.4 The Employer will pay One Hundred Percent (100%) of the premiums for employees in the following categories:

1. regular full-time and part-time;
2. sessional full-time with contracts of four (4) months or longer;
3. sessional part-time with contracts that are half-time or more and four (4) months or longer.

12.6 LONG TERM DISABILITY INSURANCE

12.6.1 Employees in the following categories are eligible for Long Term Disability Insurance, and will pay one hundred percent (100%) of the premiums:

1. regular full-time and part-time;
2. sessional full-time with contracts of four (4) months or longer;
3. sessional part-time with contracts that are half-time or more and four (4) months or longer.

12.6.2 Employees on Long Term Disability benefits may return to work in their former positions provided there is written medical approval and provided the Long Term Disability leave has been less than two (2) years.

12.6.3 The Employer agrees to continue premium payments for all health and welfare benefits for an employee on Long Term Disability for a maximum of two (2) years.

12.6.4 All employees eligible to receive benefits described in 12.1, 12.2 and 12.3 are required to participate in Short and Long Term Disability plans.

12.7 BENEFITS FOR SESSIONAL EMPLOYEES LESS THAN HALF-TIME AND LESS THAN FOUR (4) MONTHS

Sessional employees who are appointed less than half-time and less than four (4) months shall receive five percent (5%) on all wages in lieu of benefits.

12.8 OPTIONAL INSURANCE

Eligible employees who choose to participate in any optional insurance plans offered by the College will pay one hundred percent (100%) of premiums. A normal conversion privilege will be provided within thirty one (31) days after termination of, or retirement from, employment. The employee shall be responsible for the payment of any premiums arising from the conversion.

12.9 PENSION AND RETIREMENT PROVISIONS

12.9.1 All new employees must participate in the College Pension Plan as described in the Pension (College) Act. The College will contribute to the cost of such coverage to the extent described by the Plan.

12.9.2 The Employer will match the employee's contribution for up to five (5) years of additional pensionable service for employees who retire between the age of fifty-five (55) and sixty-five (65), and who have ten (10) years of service with the Employer and who are eligible for additional pensionable service under terms of the Pension (College) Plan.

12.10 REGISTERED RETIREMENT SAVINGS PLAN

The Employer shall deduct, on behalf of any employee who makes written application, any amount requested, which will be placed in the Registered Retirement Savings Plan selected by the College. The employer shall ensure that such payments are deducted before taxes.

12.11 WORKERS COMPENSATION CLAIMS AND BENEFITS

12.11.1 All employees shall be covered by the Workers' Compensation Act. No employees shall have their employment terminated as a result of absence from work due to a compensable accident.

12.11.2 Pending implementation of payments by the Workers' Compensation Board on an insurable claim, the employee shall continue to receive the full pay and benefits described in this Agreement.

12.11.3 If the employee is compensated by the Workers' Compensation Board for any period of time for which wages are paid by the Employer, the Employee shall arrange to reimburse the Employer for such monies received from the Workers' Compensation Board.

12.11.4 During the period an employee is receiving Workers' Compensation benefits, the Employer shall continue to pay all required premiums for pension, and health and welfare benefits in order to maintain the employee's benefit coverage.

12.11.5 An employee who is declared totally and permanently disabled by the Workers' Compensation Board, and who cannot return to employment, will cease to be covered by the benefits no earlier than two (2) years after the date that the disability began.

12.12 BENEFITS UPON RETURNING TO WORK

Employees returning to work without a break in service shall be entitled to all benefits on their first day of re-employment.

12.13 EMPLOYEE'S RESPONSIBILITY

It is understood that it is the responsibility of each employee to be familiar with the specific details of coverage and eligibility requirements of all benefit plans.

12.14 PROVISION OF INFORMATION ON POLICY CONTRACTS

Copies of the actual policy contracts will be kept on file in the Office of the Bursar. Upon reasonable notice, access to these policy contracts will be granted to authorised representatives of the Union. The College and the Union will make every reasonable effort to provide information regarding the benefit plans to any employee.

12.15 SUBROGATION

Employees who receive sick leave benefits as a result of an injury for which they also receive wage loss payments from the Insurance Corporation of British Columbia must reimburse the College for the wage loss payments received from I.C.B.C. for the same time period as covered by the sick leave. In such cases, the employee shall be re-credited with the sick leave benefits.

12.16 CANADA SAVINGS BONDS

The College shall arrange payroll deductions for Canada Savings Bonds upon receipt of instructions from the employee.

13. REGULARISATION AND JOB SECURITY

13.1 CREATION OF REGULAR POSITIONS THROUGH AUTOMATIC CONVERSION

13.1.1 Effective September 1, 1993, sessional employees who have worked at least eighty one percent (81%) of a full-time workload, as defined in Article 9 of this Agreement, averaged over ten (10) months in each of the past two (2) consecutive instructional years, and who have not received unsatisfactory evaluations during this period, shall be made regular full-time employees.

Effective September 1, 1994, an employee who has been employed with a workload of fifty percent (50%) or greater for two (2) consecutive years shall be regularised.

An employee who is regularized, and who had accumulated two (2) years of full-time service with the College, will receive an immediate service increment at the date of regularization.

13.1.2 For the first two years of employment after regularisation, the right to severance pay shall be waived, but thereafter severance pay shall be calculated on the basis of the total years of service.

13.2 NEW COURSE OFFERINGS

When new or additional courses are offered, the right of first refusal shall be given first to qualified employees on the recall list and then to other existing, qualified, part-time employees. Seniority shall be the deciding factor when disputes arise which can be resolved in no other way.

13.3 QUALIFICATIONS OF EXISTING EMPLOYEES

In the event an employee has successfully completed a probationary period or has been regularised through the processes described in this Agreement or the attached letter of understanding, the employee shall be deemed qualified for the position held.

14. SALARIES

14.1 SALARY SCALE

14.1 The salary scale is attached hereto and known as Appendix B.

14.2 PLACEMENT ON SALARY SCALE

14.2.1 Placement Criteria

An employee's placement on the salary scale shall be determined by taking into consideration:

1. Qualifications at time of hiring;
2. Prior years of relevant work or teaching experience;
3. Number of years at the College;
4. Additional qualifications earned while employed at the College.

14.2.2 Qualifications at Time of Hiring

14.2.2.1 The minimum placement upon hiring shall be step 1.

14.2.2.2 Additional steps shall be awarded as follows:

1. one (1) step for a Masters degree directly related to the discipline to be taught;
2. two (2) steps for a Doctoral degree directly related to the discipline to be taught, or one step for a doctoral degree when a masters degree is also held;
3. one (1) step for a valid teaching certificate, or successful completion of the Instructor's Diploma Program, or accreditation as a technician or technologist;
4. one (1) step for any additional trade qualifications when required for the position.

14.2.3 Prior Years of Work or Teaching Experience

Additional steps shall be awarded as follows:

1. one (1) step for each full year of teaching, librarianship, counselling, or directly related work experience in a college, technical institute, vocational school or university where the work is directly related to the duties to be performed for the College;
2. one (1) step for each two (2) years of directly related work experience in an educational institution, other than a post secondary institution, or at a workplace where the work performed is at a post-certification level and directly relates to the duties to be performed for the College;
3. one (1) step for each year of full-time post-doctoral research experience in a field directly related to the duties performed for the College.

14.2.4 Submission of Documentation for Initial Placement

14.2.4.1 The onus is on the prospective employee to submit all required documentation for initial placement on the salary scale prior to appointment.

14.2.4.2 Initial placement on the salary scale shall be determined, according to the above guidelines, by Human Resources and verified by the Dean of designate.

14.2.4.3 In the event that any formal qualifications require evaluation for equivalency then a sub-committee of Labour/Management will be struck to decide on appropriate equivalency .

14.2.4.4 The Union shall be advised of the names and initial placement of all employees upon confirmation of employment.

14.2.4.5 Faculty will be advised in writing of their initial placement on the salary scale. If there is disagreement with the application of the placement criteria, written notification should be forwarded to Human Resources within sixty (60) days for the matter to be reviewed. Changes resulting from a review will be rectified by

adjusting the initial placement on the salary scale and shall be retroactive to the date of appointment.

In the event of an error in the initial placement on the salary scale, discovered and documented within a period of one (1) year of the initial placement, by either the College or the faculty involved, adjustment of the placement shall occur, retroactive to the date of appointment.

14.2.5 Maximum Initial Placement - New Employees

14.2.5.1 Maximum initial placement on the salary scale shall be step four (4) for new employees.

Effective March 31, 1995 the maximum initial placement for new employees shall be Step 5 on the salary scale.

14.2.5.2 In the event that recruitment difficulties are encountered and the hiring of a particular individual is considered to be important to a program, but the salary established by initial placement is unacceptable, up to two (2) additional steps may be applied at the recommendation of the Selection Committee and with prior discussion with the Union and approval of the College President.

14.2.6 Sessional and Casual Employees

The salary scale and placement procedures shall apply to sessional and casual employees, to a maximum of step five (5).

14.2.7 Service Increments

14.2.7.1 Each Regular Full-Time employee shall advance one step on the salary scale after completion of each full year of service.

14.2.7.2 Each Regular Part-Time employee will advance one step on the salary scale at the beginning of the month following completion of the equivalent of one full year of service, as defined in 6.2.2.

14.2.7.3 In the event that an employee is on leave without pay the increment will be delayed for the period of absence. Increments will not be delayed when the purpose of the leave is related to the employee's normal duties, responsibilities or professional development and shall be considered approved at the time the leave is granted.

14.2.7.4 In the case of absence due to illness, no change in increment date shall be made except when the absence is for more than one hundred and twenty (120) working days.

14.2.7.5 Leaves of absence with pay shall not result in a delay of annual increments.

14.2.8 Additional Advancements on the Scale

14.2.8.1 Employees may apply to advance on the salary scale following completion of professional activities such as the following:

1. one (1) increment for completing a Masters degree directly relating to the discipline being taught;
2. two (2) increments for completing a Doctoral degree directly relating to the discipline being taught, or one (1) increment for a Doctoral degree when a Masters degree is already held;
3. one (1) increment for completion of an approved professional program equivalent to 1 or 2;
4. one (1) increment for accreditation as a technician or technologist such as ASTTBC or equivalent;
5. one (1) increment for completing an Instructor's Diploma or Teacher's Certificate.

14.2.8.2 Application for an additional step in recognition of the completion of professional activities not covered in 14.2.8.1 may be made to a sub-committee of the Labour management Committee to be established for this purpose. A copy of the request shall be forwarded to the appropriate Dean or designate.

14.2.8.3 The increment(s) shall be granted effective the first day of the month following submission of documentation as evidence of completion of the professional activities.

14.3 PAYMENT OF SALARY

14.3.1 Regular employees shall be paid an annual salary as determined by Appendix B. The salary shall be paid in biweekly instalments equal to one twenty sixth (1/26) of the annual salary.

Sessional and casual employees shall be paid a biweekly amount pro-rated to the actual time worked.

14.3.2 Where the salary increases during the year, the salary for the period remaining in the academic year shall be paid in equal instalments of the revised annual entitlement.

14.3.3 Employees who commence or terminate employment during the academic year shall have their total remuneration pro-rated on the basis of their completed workload.

14.3.4 The Employer will deposit the employee's pay cheques in an account at a financial institution designated by the employee.

14.4 PAYMENT FOR PREPARATION OF COURSES NOT TAUGHT

If sessional employees have prepared a course which they have been assigned but have not taught within the previous two (2) years, and for which they have not been provided paid development time, they shall be paid fifteen percent (15%) of the intended course contract should the College cancel the course.

15. PROTECTION OF EMPLOYEES

15.1 EMPLOYEE ASSISTANCE PROGRAM

During the life of this Collective Agreement, the parties agree to develop an Employee Assistance Program which will include:

1. employer and employee contributions;
2. provisions to ensure confidentiality;
3. access to an independent counsellor.

15.2 NO DISCRIMINATION

The parties agree that the provisions of Section 8 of the Human Rights Act of British Columbia shall apply as though included in, and forming part of, this Agreement.

Further, the parties agree there shall be no discrimination. Without limiting the generality of the foregoing, personal lifestyle, sexual orientation, physical disability unrelated to job performance, previous and current psychiatric treatment unrelated to job performance, and number of dependents shall not constitute cause for discrimination.

The Employer further agrees that it will not discriminate against any person who is authorised to act on behalf of the Union for carrying out duties proper to these positions.

15.3 SEXUAL AND PERSONAL HARASSMENT

All faculty members have the right to work in an environment free from sexual and personal harassment.

15.3.1 Sexual Harassment

Notwithstanding the definition(s) of harassment that may appear from time to time in the College's Sexual Harassment Policy, for the purposes of this article, sexual harassment includes:

1. Unwanted sexual attention made by a person who knows or ought reasonably to know that such attention is unwanted, or
2. unwanted physical contact such as touching, patting, pinching or punching, or
3. implied or expressed promise of reward for complying with a sexually oriented request, or
4. 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, or
5. sexually oriented literature or pornographic material when presented outside the norms of academic discourse and investigation, or
6. sexually oriented remarks or behaviour which may reasonably be perceived to create a negative environment for work and study.

15.3.2 Academic Freedom Related to Sexual Harassment

Neither the College Policy nor any definition of sexual harassment defined in Article 15.3.1 limits a faculty member's right to present sexually explicit material, sexually oriented literature or pornographic material within an appropriate academic context subject to the norms of academic discourse and investigation.

15.3.3 Personal Harassment

Notwithstanding the definition(s) of personal harassment that may appear from time to time in College policies and procedures for dealing with personal harassment, personal harassment includes:

1. physical threat, intimidation, or assault, or unwelcome physical contact such as touching, patting, pinching or punching, or
2. unwelcome behaviour or comment that is directed at, or offensive to, any employee that demeans, belittles, causes personal humiliation or embarrassment to that faculty member or any other employees, or

3. implied or expressed promise of reward, or threat of reprisal, or the denial of the opportunity for refusal to comply with a request that is unrelated to a faculty member's assigned duties, or
4. the improper use of power or authority to endanger a faculty member's job, threaten the economic livelihood of the faculty member, or in any way interfere with or influence the career of such a faculty member. This includes misuse of power such as intimidation, threats, blackmail or coercion.

Comments or actions that serve a legitimate, work-related purpose shall not be deemed to constitute personal harassment.

15.3.4 Processing of Harassment Complaints

- 15.3.4.1 Employees may process harassment complaints either through the Grievance Procedure (Article 5) or the appropriate College policy. However, when the Grievance Procedure is invoked, use of the College's Harassment Policy is precluded.
- 15.3.4.2 Nothing in this article shall preclude an employee from filing a harassment complaint under the Human Rights Act.
- 15.3.4.3 An employee who chooses to file a complaint in accordance with the College's Harassment Policy, and does not achieve a satisfactory resolution, may file a grievance and normal time limits shall be waived. The employee may commence the grievance at Step 2 in the Grievance Procedure if he/she wishes.
- 15.3.4.4 All participants in the course of investigating a complaint of harassment shall have due regard to the privacy and confidentiality of any and all persons involved in the complaint.

15.3.5 Harassment Complaints Filed Through the Grievance Procedure

Complaints processed through the grievance procedure shall be subject to the following:

- 15.3.5.1 In the event the person who is the subject of the complaint is the management representative at any step of the grievance procedure, or if the employee has reason for going to an administrator other than the immediate supervisor, the Union, in consultation with the Employer, will identify another appropriate management representative.
- 15.3.5.2 An arbitrator, in the determination of a complaint of harassment, shall take reasonable steps to protect the interest of all parties in privacy and confidentiality

in the determination of procedural and evidentiary matters, subject to the requirement of fairness to all parties.

15.3.5.3 Where the complainant and the person who is the subject of the complaint are both members of the Union, then the arbitrator seized with a grievance of harassment shall also have jurisdiction in respect of any grievance arising from related discipline of the employee who is the subject of the complaint.

15.3.5.4 Information relating to the grievor or alleged harasser's personal background or lifestyle shall not be admissible during the grievance or arbitration process and shall not be used as the basis for a judgment or decision.

15.3.5.5 Time limits shall be waived for grievances filed under this Article.

15.3.6 Union Representation for Faculty Members

15.3.6.1 Faculty members against whom a complaint has been filed shall have the right to know what allegations have been made against them, and shall have the right to Union representation at all meetings, interviews and hearings where the member's presence is requested.

15.3.6.2 A faculty member who is a complainant has the right to Union representation at all meetings, interviews and hearings where the complainant's presence is requested.

15.4 TECHNOLOGICAL CHANGE

15.4.1 Definition of Technological Change

For the purposes of this Agreement the term "technological change" shall be understood to mean changes in the manner in which the Employer carries out educational operations, delivery and services where such change or changes significantly affect the terms and conditions or security of employment of members of the Union or alter significantly the basis on which this Agreement was negotiated.

15.4.2 Such changes as anticipated above shall include, but not be limited to:

15.4.2.1 The introduction, because of technological change or development, of equipment, material or processes different in nature, type or quantity from that previously utilized.

15.4.2.2 A change, related to the introduction of this equipment, material or process, in the manner in which the Employer carries out its educational objectives and operations.

- 15.4.2.3 A change in work methods, organization, operations, or processes which would result in the layoff or reduction in workload of one or more employees.
- 15.4.2.4 A structural change in the mode of instructional delivery.
- 15.4.3 When the Employer intends to introduce a technological change:
- 15.4.3.1 The Employer agrees to notify the Union as far as possible in advance of its intentions and to update the information provided as new developments arise and modifications are made.
- 15.4.3.2 The foregoing notwithstanding, the Employer shall provide the Union, at least one hundred and twenty (120) calendar days before the introduction of a technological change is intended, with a detailed description of the change it intends to carry out disclosing the anticipated impact on employees.
- 15.4.4 This notice mentioned above shall be given in writing and shall contain pertinent data, including:
1. the nature of the change;
 2. the date on which the Employer proposes to effect the change;
 3. the approximate number, type and location of employees likely to be affected by the change;
 4. the effects the change may be expected to have on the employees' working conditions and terms of employment.

15.4.5 Notice to Affected Employees

The notice mentioned in article 15.4.3 and the information specified in article 15.4.4 shall also be given to the faculty who will be affected by the technological change.

15.4.6 Consultation

Where the College has notified the Union of the intention to introduce technological change(s), the College and the Union will undertake to meet within thirty (30) calendar days of giving notice, to hold constructive and meaningful consultation in an effort to minimize any adverse effects of technological change on employees.

15.4.7 Options in the Event of Elimination of a Position Through Technological Change

15.4.7.1 In the event that the College implements technological change as defined in Articles 15.4.1 and 15.4.2, following the one hundred and twenty (120) calendar day notice period, the College will:

1. offer the employee an existing, equivalent, vacant position provided the employee is qualified in accordance with the selection criteria for the position, or
2. the employee shall be given the option of selecting either:
 - (a) severance, as defined in Article 6.7 of this Agreement, or
 - (b) layoff and having his/her name placed upon the recall list, and then being subject to the full recall and displacement rights as defined in Article 6.6.5 of this Agreement.

15.4.7.2 During the period of employment between notice of reduction on account of technological change and reduction taking effect, employees shall retain their level of earnings regardless of any transfer or reduction of duties performed by the employee.

15.5 COPYRIGHT

15.5.1 When an employee is assigned by the Employer to develop instructional materials, copyright law provides that the ownership of copyright of these materials rests with the Employer. Recognizing that the potential for royalties is strong motivation to authors and creators of innovative instructional materials, the College shall not unreasonably withhold a request for copyright to be released to the author(s). The College shall retain the right in perpetuity and without penalty to use the materials in any way it sees fit, providing authorship is acknowledged.

15.5.2 For the purposes of this Agreement, copyright material shall include but not be limited to written material, artistic material, software, video or audio tapes, training aids, audiovisual materials or test equipment.

15.5.3 Notwithstanding the provision outlined in 15.5.1 for the transfer of copyright, the College may under special circumstances require that a percentage of royalties paid to, for, or on behalf of the author be paid to the Employer to defray a portion of the costs of the development or production of materials. The amount to be recovered, to a maximum of ten percent (10%) of royalties received, will be a matter for negotiation between the College and the author at the time that copyright is ceded.

If the event the College considers that the nature of the materials being developed reasonably justifies an expectation of more than ten percent (10%) of any royalties earned by the author(s), then at the time the assignment is made, the College shall negotiate with the author(s) the maximum percentage of royalties payable, and these shall not exceed the original development costs.

- 15.5.4 In the event creation of the materials has not been assigned by the Employer and no College space or equipment has been used, both ownership and copyright shall rest with the employee.

15.6 PATENTS

- 15.6.1 The development of patentable inventions or discoveries is not the primary purpose of the research activities of the faculty. However, it is recognised that certain patentable inventions and discoveries may result from such work. To provide incentive for the development and utilization of discoveries arising out of research performed for the Employer, with the assurance that such inventions will not be used in a manner contrary to public interest, it is agreed that:

- 15.6.1.1 The employee shall share with the Employer a proportion of the royalties derived from such patents, up to a maximum of ten percent (10%), when the activities that led to a patentable invention are part of the work for which the Employer has paid the employee, or the activities involved the use of any College space or equipment.
- 15.6.1.2 In the event the patent has derived from activities outside the work performed for the Employer, and no College space or equipment has been used, both ownership and copyright shall rest with the employee.

15.7 EXEMPT AND SAVE HARMLESS

The Employer agrees to:

- 15.7.1 Exempt and save harmless each employee from any liability action arising from the performance of their duties for the Employer.
- 15.7.2 Assume all costs, legal fees and other expenses arising from such action.

15.8 HEALTH AND SAFETY

15.8.1 Preamble

A healthy and safe work environment is beneficial to all, and only possible with the commitment and cooperation of the College, the Union and the employees.

Accordingly, the parties agree that any applicable Federal or Provincial legislation or regulations dealing with occupational health and safety shall be fully complied with and that the resources will be made available to achieve such compliance.

15.8.2 College Occupational Health and Safety Committee

The Employer and the Union agree to establish and maintain a College-wide Occupational Health and Safety Committee, composed of equal representation from the Employer, the Union and the Canadian Union of Public Employees, Local 3479. The Committee will meet as required to consider any matters pertaining to occupational health and safety, and especially to make recommendations on unsafe or dangerous conditions with the aim of preventing or reducing risk of occupational injury or illness.

A copy of the minutes of the Occupational Health and Safety Committee shall be sent to the Employer, the Union, Canadian Union of Public Employees, Local 3479 and to the Workers' Compensation Board via the Ministry of Advanced Education, Training and Technology.

15.8.3 Local Safety Committees

15.8.3.1 There shall be a Safety Committee in each College Region composed of equal representation from the Employer and both Unions, plus representation from the Student Association.

15.8.3.2 The Safety Committee shall normally hold monthly meetings to consider all local issues related to safety in the workplace, and shall attempt local remediation of problems where possible, as well as bringing wider or more serious concerns to the attention of the College Occupational Health and Safety Committee.

15.8.4 Industrial First Aid Requirements

15.8.4.1 The Employer and the Union agree that the first aid regulations made pursuant to the Workers' Compensation Act shall be fully complied with.

15.8.4.2 Where the Employer requires an employee to obtain or renew a Survival or Industrial First Aid Certificate, all costs shall be borne by the Employer.

15.8.5 Industrial First Aid Certificate Premium

A monthly premium shall be paid to employees who are required by the College to hold an Industrial First Aid Certificate. The premiums shall be as follows:

Certificate Grade Required	Monthly Premium
A	\$55.00
B	\$45.00
C	\$35.00

15.9 ACADEMIC FREEDOM

The Employer shall not infringe or abridge the academic freedom of employees in teaching, carrying out research and publishing the results thereof.

15.10 TRANSFER EXPENSES

15.10.1 Employees shall be considered as transferring when the College relocates them from one College centre or campus to another College centre or campus located more than sixty (60) kilometers distant. In the application of this clause, Campbell River and the Comox Valley shall be considered as one geographic region. The College shall reimburse an employee so transferred for actual expenses of moving household goods and possessions.

15.10.2 If the transfer is at the request of the employee or as the result of a displacement, no transfer allowances will be paid by the Employer.

15.11 CONFLICT OF INTEREST

15.11.1 Conflicts of interest include situations where an employee's personal and private affairs or financial interests conflict with the employee's duties or responsibilities or obligations.

15.11.2 Employees shall be free to undertake other forms of employment provided these do not compromise, conflict with or impair their duties, responsibilities or obligations to the College. Full-time employees shall disclose to the College the nature of any non-College employment in which they are engaged.

15.11.3 Where an employee considers that a conflict of interest exists, the employee shall notify the Employer in writing.

15.11.4 In potential conflict of interest situations, the administrator responsible shall review the situation and, in consultation with the employee, shall attempt to determine whether or not a conflict of interest actually exists. Conflict of interest situations shall be mutually resolved with the employee whenever possible and

the employee may request the presence of a Union representative at such discussions. In the event that the matter cannot be resolved in this way, the issue will be referred to the appropriate Dean who will make a determination and prescribe a course of action.

15.12 JOB SHARING

The parties agree that where a regular full-time position exists, it may be shared between two existing qualified employees in accordance with the following:

- 15.12.1 The affected employee shall indicate in writing the reason for the request including the hours and days of the week the employee wishes to share, and with whom the employee contemplates the job sharing arrangement. The request must be submitted at least three (3) months prior to the anticipated start of a normal work term.
- 15.12.2 The employee with whom it is contemplated the position shall be shared must be qualified to perform the duties and responsibilities of the position. In the event there is more than one qualified employee who wishes to engage in job sharing, seniority shall be the deciding factor.
- 15.12.3 Where the request is approved, the President shall provide each employee with a letter covering the terms and conditions of the Job Sharing arrangement.
- 15.12.4 Under normal circumstances, the regular daily and weekly hours of the position shall remain unchanged as a result of the Job Sharing arrangement unless otherwise varied by the terms and conditions outlined in the letter provided.
- 15.12.5 The Job Sharing arrangement shall be for an initial period of one (1) year, with an option of a one time extension of one (1) additional year.
- 15.12.6 When one party requests termination of the job-sharing arrangement, then the job-sharing arrangement shall be abandoned and the position revert to its original status.
- 15.12.7 The salary for the position shall be based on the instructional assignments worked by each employee and shall be paid accordingly.
- 15.12.8 Vacation and paid sick leave entitlements shall be pro-rated to the work assignments of each employee.
- 15.12.9 Employees in a job sharing arrangement will receive the health and welfare benefits appropriate to their workload assignments, as described in Section 12.

15.13 PROVINCIAL ARTICULATION

The Employer will cover expenses for one Employee in each discipline, where Provincially approved articulation meetings are held, to attend one (1) meeting per year.

15.14 EMPLOYER INITIATED UPGRADING

15.14.1 In the event that the College **requires** an employee, as a condition of continued employment, to upgrade qualifications in order to meet changing program needs, and the training involved does not result in a substantial change in the employee's instructional assignment, the College shall normally pay one hundred percent (100%) of the direct costs associated with the training. Training time for this purpose may be deducted from the annual professional development allocation of twenty two (22) days, up to a maximum of fifty percent (50%) of the annual allocation.

15.14.2 Employees who are **required** by the College to obtain the Provincial Instructor's Diploma as a condition of continued employment shall have one hundred percent (100%) of direct costs reimbursed by the Employer. Training time for this purpose may be deducted from the annual professional development allocation of twenty two (22) days.

Faculty seeking this credential for purposes of their own professional development should apply to the Professional Development Fund as outlined in Section 11 of this Agreement.

15.15 RIGHT OF AN ADMINISTRATOR TO TEACH OR RETURN TO TEACHING

15.15.1 Right of an Administrator to Teach

15.15.1.1 The right of an administrator to teach is recognised, subject to the following provisions:

1. The administrator must possess the qualifications and experience requisite to the assignment.
2. The assignment shall not exceed one course at any time, with associated labs, seminars and workshops, if any.
3. The instructing administrator shall post office hours for student access as required in Article 9.

4. The assignment shall not result in the layoff or displacement of a faculty member nor in a reduction of the number of hours of work of any faculty member.
5. First refusal for the assignment shall be offered to qualified faculty within the Department.

15.15.1.2 In the event an administrator chooses to teach a non-funded section of a course, this shall be done in consultation with the Department and clauses 1 to 4 above shall apply.

15.15.2 Transfer of an Administrator to a Faculty Position

An administrator who applies for a vacant faculty position shall be subject to the normal hiring conditions of this Agreement. In addition, the following provisions shall apply:

1. As with internal candidates from the Union, applicants from the College administration shall have priority over external applicants, provided they meet the criteria of the job description of the position, including qualifications and teaching experience.
2. Administrative applicants shall be considered after regular employees and sessional employees with more than one year of seniority.
3. An administrator shall be placed on the seniority list with credit for prior teaching experience at the College. In the event of a layoff, an administrator's college-wide seniority will be used only to calculate severance pay and/or notice periods.
4. Only seniority acquired since (re)joining the bargaining unit shall be used when applying for professional development leaves.

15.15.3 Movement of Faculty Between Faculty and Administrative Positions

1. In the event that members of the Union apply for positions within Administration, the Union members shall have priority over external applicants, provided they meet the criteria of the job description of the position, including qualifications and experience.
2. A faculty member shall cease to be a member of the Union during the period of time the administrative position is held.
3. During the period of probation of the administrative position, the faculty member will be permitted to return to the faculty position formerly held and will re-establish the seniority possessed at the time of

leaving the Union. This may only occur at the conclusion of the sessional contract of the replacement instructor and after three (3) months notice in writing has been given.

15.16 WORKPLACE VIOLENCE

No employee shall be disciplined for refusing to work where the employee perceives that they are at risk of injury due to violence. Violence means the attempted or actual exercise by a person of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives the worker reasonable cause to believe they are at risk of injury. Such incidents shall be reported immediately by the employee to the appropriate administrator.

16. GENERAL

16.1 DUTY TO PROVIDE COLLECTIVE AGREEMENTS

The Employer shall, within sixty(60) days of the execution of the Collective Agreement, provide each member of the Union with a copy, and shall provide the Union with the number of copies it requests. The cost of printing the Collective Agreement shall be shared equally between the parties. The Employer shall provide a copy of the current Collective Agreement to prospective employees when they are hired.

16.2 WAIVER OF COURSE REGISTRATION FEES

Upon receiving a written request from a faculty member to enroll in a credit course, the Employer shall arrange for a fee waiver subject to the following conditions:

1. No fee-paying students shall be displaced from a course on account of this arrangement.
2. The total value of courses taken in any year shall not exceed three (3) units or the cost equivalent to a three (3) unit course.

16.3 INFORMATION RELATED TO OTHER POST-SECONDARY EDUCATIONAL OPPORTUNITIES

Any information related to faculty positions available at other Colleges and Universities, the Commonwealth of Learning, faculty exchanges, government-

provided monies for academic programs and research shall be posted on all Union bulletin boards.

16.4 COMPUTER PURCHASE PLAN

16.4.1 The Employer will assist Regular employees through the College Computer Purchase Policy in the purchase of computers, software and peripheral equipment. The computer purchase shall be limited to four thousand dollars (\$4000.00) per employee per application. The Employer shall be reimbursed through a payroll deduction plan. The Employee shall pay at the time of purchase, ten percent (10%) of supplier price plus one hundred percent (100%) of PST, GST and delivery charges, and the remaining ninety percent (90%) shall be repaid in equal instalments over fifty-two pay periods.

16.4.2 Priority shall be given to first time purchasers under this plan, the total sum of which shall not exceed eighty thousand dollars (\$80,000) for all College employees at any time.

16.4.3 If the employee voluntarily leaves the College, the balance owing shall be payable within one (1) month following the departure date. If an employee is laid off, the balance owing shall be repaid within three (3) months.

16.5 WORKING CONDITIONS

16.5.1 Parking

The Employer shall provide staff parking near the place of employment.

16.5.2 Office Space

The Employer shall make every reasonable effort to provide employees teaching half-time or more with adequate office facilities, furnishings, equipment and necessary supplies on the campus where the majority of their courses are taught.

16.5.3 Employee Lounges

The Employer shall make every reasonable effort to provide employee lounges in all major centres or campuses.

16.5.4 Bulletin Boards

The Employer shall provide at all College centres and campuses bulletin board space designated for the exclusive use of the Union. The locations will be determined by mutual agreement.

16.6 COMMUNITY EDUCATION

A community education course is defined as any course offered by the College at its sole option, without the need for approval by the B.C. Ministry of Advanced Education, Training and Technology. Such courses are offered on a cost recovery basis, with separate pay scales for instruction. Such work is not covered by this Collective Agreement. At the request of the Union, the Employer and Union shall meet to determine whether specific courses rightfully belong to community education.

Instructors may teach community education courses, provided this does not conflict with a normal teaching assignment. Instructors will not be assigned community education courses as part of a teaching assignment except by mutual agreement, and shall retain the normal salaries and benefits set out in this Agreement.

16.7 TRAVEL EXPENSES

Employees travelling on Employer business are entitled to claim reasonable expenses for transportation, accommodation and meals within the limits described below:

Faculty are responsible for their own transportation to carry out college business in the event that a college vehicle is not available.

16.7.1 Travel

16.7.1.1 The Employer shall make every effort to provide College vehicles for staff who are required to travel on Employer business.

16.7.1.2 Employees shall be reimbursed for travel costs incurred when teaching in locations other than their assigned centre or campus or when required to travel away from their assigned campus on Employer business.

16.7.1.3 Employees who use their own vehicles for travel as in 16.7.1.2 shall be compensated at the rate stipulated in Appendix D.

16.7.1.4 Employees are entitled to claim reimbursement for single accommodation when required to remain overnight on College business. When possible, employees will use hotels with which the College has arranged special rates.

16.7.1.5 Reimbursement for meals shall be in accordance with Appendix D.

16.7.1.6 Child Care Expenses

In the event that a spouse, partner or other family member is not available to provide safe child care, additional child care expenses incurred on account of overnight travel shall be reimbursed to a maximum of twenty-five dollars (\$25.00) per night, to a maximum, cumulative annual cost to the College of two thousand dollars (\$2000).

Signed on behalf of
NORTH ISLAND COLLEGE

Signed on behalf of
NORTH ISLAND COLLEGE
FACULTY ASSOCIATION

Date:

Appendix A Distances Between College Campuses/ Centres and Victoria/Vancouver/Nanaimo in Kilometres

	CX	CT	CR	PA	GR	TA	PH	PM AB	BA	UC	TO	ZE	NA	VI	VA	wo
CX		6	50	109	144	206	287	243	218	241	267	286	110	209	127	218
CT	6		46	103	138	200	281	237	212	235	261	280	108	203	121	212
CR	50	46		150	92	153	240	233	259	282	307	233	155	260	177	166
PA	109	103	150		257	319	391	399	93	116	142	399	85	195	109	332
GR	144	138	92	257		61	187	142	351	373	399	100	246	357	273	74
TA	206	200	153	319	61		248	203	412	436	460	203	307	418	334	135
PH	287	281	240	391	187	248		45	538	560	586	126	433	544	460	113
PM AB	243	237	233	399	142	203	45		492	515	541	80	388	499	415	68
BA	218	212	259	93	351	412	538	492		435	460	492	175	201	202	425
UC	241	235	282	116	373	436	560	515	435		42	515	198	309	225	447
TO	267	261	307	142	399	460	586	541	460	42		541	224	335	251	473
ZE	286	280	233	399	100	203	126	80	492	515	541		388	499	425	68
NA	110	108	155	85	246	307	433	388	175	198	224	388		111	27	320
VI	209	203	260	195	357	418	544	499	201	309	335	499	111		67	431
VA	127	121	177	109	273	334	460	415	202	225	251	425	27	67		347
wo	218	212	166	332	74	135	113	68	425	447	473	68	320	431	347	

CX = Comox CT = Courtenay CR = Campbell River PA = Port Alberni GR = Gold River
 TA = Tahsis PH = Port Hardy PM = Port McNeil AB = Alert Bay BA = Bamfield
 UC = Ucluelet TO = Tofino ZE = Zeballos NA = Nanaimo VI = Victoria
 VA = Vancouver WO = Woss

Appendix B Salary Scale

<u>Step</u>	<u>Annual Salary</u>	<u>Monthly Salary</u>	<u>Daily Rate</u>	<u>Hourly Rate</u>
10	\$60,000	\$5000		
9	57,667	4,806		
8	55,334	4,611		
7	53,001	4,417		
6	50,668	4,222		
5	48,335	4,028	\$183.09	\$30.51
4	46,002	3,834	174.25	29.04
3	43,669	3,639	165.41	27.57
2	41,336	3,445	156.58	26.10
1	39,003	3,250	147.74	24.62

EXISTING REGULAR FACULTY

1. Regular faculty who are presently paid a salary of \$58,121 shall be placed at step 9 on the scale, and shall be red-circled.

Regular faculty who are presently paid an annual salary of \$48,420, based on a one hundred percent (100%) appointment, shall be placed on step 5 of the scale, and shall be red-circled.

The Coordinator, Instructional Computing Support, currently earning \$59,865, shall be placed at step 9 on the scale and shall be red-circled.

2. The anniversary date for advancement on the scale for existing regular faculty shall be midnight March 31, 1994.

SESSIONAL FACULTY

1. Sessional and casual employees who have been employed by the College prior to the date of this Agreement shall be placed at step 5 of the salary scale.

Appendix C Definitions

- Academic Year:** A period of one (1) year beginning on September 1 and ending on August 31.
- Agreement:** The entirety of the current Collective Agreement entered into between the Union and the Employer, including the appendices, letters of agreement and any alterations or amendments which may, from time to time, be mutually agreed to by the parties and specifically incorporated into the Agreement.
- College:** North Island College; North Island College Board; Board; the Employer.
- Employee:** As defined in Article 4.
- Employer:** North Island College Board.
- President:** The Chief Executive Officer of the College.
- Union:** The North Island College Faculty Association.

Appendix D Travel Expenses

1. Use of Personal Automobile:

When travelling away from the normal work location, and when no College vehicle is available, employees may claim reimbursement at the rate of \$0.30 per kilometer.

2. Meals:

Reimbursement for meals can be claimed up to \$40.00 for any one day (a twenty four (24) hour period away from home) upon presentation of itemised bills. Alcoholic beverages are not to be claimed.

Part-day limits:	Breakfast	\$8.00
	Lunch	\$12.00
	Dinner	\$20.00

The maximum amount that can be claimed, without receipts, in one day for meals is \$10.00.

3. Accommodation:

Employees are encouraged to consult College guidelines before booking accommodation.

Payment in Lieu of Hotel Receipts

When an employee stays in a private residence and does not have a hotel bill, the employee will be reimbursed for an out-of-pocket expense to provide a gift for the persons the employee is staying with. The expense will be up to Twenty-five Dollars (\$25.00) per day and must be supported by receipts.

4. Stipend

A stipend of Twenty (\$20.00) per day shall be paid to an instructor who is away from home on expenses and delivering instruction in contract service or cost recovery. The stipend will be paid for each day where there is a hotel receipt.

Appendix E Job Descriptions

TITLE: **Department Chair**

REPORTS TO: Dean or Associate Dean

DATE: November 11, 1992

1. Department Chairs in instructional areas perform regular teaching functions, and would normally have release time for administrative duties within the range of 20% to 60%. The amount of release time necessary will be determined by the Dean in consultation with the Department.
2. Department Chairs shall act independently in routine administrative matters pertaining to their program area.
3. Department Chairs assist in the identification and development of external contracts.
4. Department Chairs may, from time to time, supervise CUPE members.
5. Department Chairs may be required to facilitate across disciplines.
6. Department chairs are involved in establishing policies for the program areas.
7. Department Chairs provide work leadership to fulfill the day to day functions of the programs.
8. Department Chairs shall be elected by their peers.
9. The role of Department Chairs in the evaluation process will be negotiated by the parties under the Collective Agreement.
10. Department Chairs are responsible for ensuring departmental participation in the selection process.
11. Department Chairs do not have a role in the formal grievance procedure.
12. Department Chairs will recommend to the Associate Dean or the Dean on matters relating to vacations and short term leaves of absence within their department.
13. Department Chairs have the authority and responsibility for monitoring approved expense plans for their department.
14. Department Chairs shall advise students and the public with regards to the nature and scope of their program area.

15. Department Chairs shall participate in the recruitment of students.
16. Department Chairs shall provide input into program or service evaluation.

TITLE: COORDINATOR, CURRICULUM & PROGRAM SUPPORT

REPORTS TO: Dean

DATE: November 11, 1992

The Coordinator, Curriculum & Program Support, is responsible to the Dean of Academic & Access Programs for assisting faculty in curriculum development and assisting the faculty in the preparation and maintenance of course materials, examination files, course data files, and course and program information or promotional materials in keeping with the policies, programs and services of the College.

The Coordinator, Curriculum & Program Support, will carry out these responsibilities in a manner that will demonstrate collaboration and communication with faculty and administration.

An accountability relationship exists between this position and the position of Dean of Applied Sciences, Trades & Technology.

Duties:

1. Supporting the faculty in the development of course materials. This includes:
 - assists in the drafting of development of proposals
 - assists faculty in the research for new course materials
 - works with the Department Chair or Associate Dean to ensure that development proposals are responded to systematically through articulation and decision by the appropriate Dean
 - attends Department meetings in an advisory capacity
 - assists faculty in establishing schedules, specifications, and budgetary data for developmental proposals
 - reports to the appropriate Dean on the progress of approved development projects
 - ensures ordering of purchased materials to support new courses
 - advises course writers or developers on curriculum and format requirements
 - ensures that all required draft course materials, such as student manuals, faculty manuals, etc., are provided by the faculty person designated as responsible for their preparation according to development schedules and specifications

- responsible for the processing, proofreading, and preparation for printing of all course materials
 - with faculty, maintains the files for current courses and archiving discontinued course materials
 - with Department Chairs, develops improvements to materials development procedures as appropriate
2. Manages the examination system. This includes:
- ensures that required draft examination papers are provided by the faculty person designated as responsible for their preparation according to the development schedule
 - advises the appropriate Dean of the status of examinations
 - ensures the processing, proofreading, and preparation of printing of examination papers
 - maintains the current files for examination distribution through the Registrar's Office
 - with faculty, develops improvements to the system and procedure as appropriate
3. Manages the course data file system. This includes:
- the processing of new and revised course data files (COC files) in hard-copy and on-line format
 - ensures that required information is provided by the faculty person designated as responsible for the course
 - reviews with the Dean or Associate Dean and Department Chairs the status of course data files
 - with faculty, develop improvements to the system and procedures as appropriate.
4. In cooperation with the Manager of College Communications and Community Liaison position, ensures the preparation of informational and promotional materials that draw upon the resources and services of the Office of Curriculum & Program Support. This includes:
- ensuring the scheduling, processing, preparation for printing, and production of the College Calendar, program brochures, etc., on a centralized basis according to approved procedures
 - ensuring that required draft text is provided by the department chair or faculty person designated as responsible for its preparation according to schedule
 - ensuring a consistency of quality and image for all materials prepared by the Office of Curriculum & Program Support
 - in consultation with faculty, develops improvements to procedures as appropriate.
5. Supervising the operation and staff of the Curriculum & Program Support Office.

6. Preparing annual operational and capital expenditure budgets for the Curriculum & Program Support Office and monitoring expenditures within the approved expense plan. This includes reviewing and making recommendations concerning all purchase requisitions, travel requests, and other expenditures.
7. Participating in the recruitment and selection of staff for the Curriculum & Program Support Office.
8. Assisting in the regular evaluation of the Curriculum & Program Support Office staff according to College policies and procedures.
9. Developing and maintaining, in consultation with office staff and others within the College, a strategic plan for the Curriculum & Program Support Office consistent with the College's mission, goals and planning objectives.
10. Performing other tasks as may be assigned, in keeping with the policies, programs and services of the College.

LETTER OF AGREEMENT

BETWEEN: **North Island College**

AND: **North Island College Faculty Association**

**Conversion of Sessional Employees to Regular Status and
Calculation and Application of Seniority**

1. The following employees shall be confirmed in regular, full-time (100%) positions effective September 1, 1993:

1.	Rick Barnum *	Port Alberni
2.	Janet Bergunder	Comox Valley
3.	Ed Britton	Campbell River
4.	Sarah Brodie	Comox Valley
5.	Eppie Burrell	Comox Valley/Camp. River
6.	Pat Corbett	Port Hardy
7.	Merv Cross	Campbell River
8.	Sheila Doncaster	Comox Valley
9.	Colleen Ferguson	Campbell River
10.	Vlasta Grant	Comox Valley
11.	Paul Gurr	Comox Valley
12.	Chris Hansen *	Campbell River
13.	Robert Hughes	Campbell River
14.	Joyce Lewis	Comox Valley
15.	Denise Forrest	Comox Valley
16.	Brent McIntosh	Comox Valley
17.	Barbara McKell	Comox Valley
18.	Nicole Mooney	Port Alberni
19.	Caren Niemi	Comox Valley
20.	Dale Presly *	Port Alberni (Ahoustat)
21.	Slava Simice	Comox Valley
22.	Betty Sparrow	Port Alberni
23.	Brigid Walters	Comox Valley
24.	Viola Ward	Port Alberni
25.	Leslie Wasylyk	Campbell River
26.	Emily Watts	Comox Valley
27.	Margaret Williams	Campbell River
28.	Marion Roze	Port Hardy
29.	Shiloa Thomas	Comox Valley
30.	Eileen MacLean	Comox Valley
31.	Pamela Mann **	Port Alberni
32.	Linda Paynter **	Port Alberni
33.	Diane Davies	Campbell River
34.	Sherolyn Ferguson	Campbell River

* Subject to confirmation of continued program funding

** Subject to confirmation of increased program funding

2. The following employee shall be confirmed in a regular, eighty percent (80%) position, consistent with her assignment, effective September 1, 1993:

1. Alanna Miller Port Alberni

3. The following employees shall be regularised as full-time employees effective September 1, 1993 as the result of a negotiated agreement. Because they had assignments of greater than eighty percent (80%) over the past two years, these individuals are being converted as full-time regulars. However, because the 1993/94 expense plan has seen reductions in their assignments, their assignments will be reduced effective September 1, 1993 to the percentage indicated. Since a layoff is defined as any reduction in the workload of a regular employee, employees so affected will have access to the full layoff, recall and displacement rights of this Agreement, as defined in Article 6.6.

1.	Shirley Jones (80%)	Port McNeill
2.	Gladys Latty (80%)	Port Hardy
3.	Simo Nurme (80%)	Port Alberni
4.	Kevin Raftery (80%)	Campbell River
5.	Barry Hudson (80%)	Comox Valley
6.	Summer McGee***	Comox Valley
7.	Cheryl Porter (80%)	Comox Valley
8.	Vivian Cook (75%)	Alert Bay
9.	Norma Pelletier (60%)	Port Hardy
10.	Sonja Krajnc (60%)	Gold River
11.	John Britton (60%)	Comox Valley
12.	Maureen Wright (60%)	Alert Bay
13.	Kelly Weber (60%)	Port Alberni

*** Percentage to be confirmed

4. Effective September 1, 1994, sessional employees who have worked at least fifty percent (50%) of a full instructional load, as defined in Section 9 of this agreement, averaged over 10 months in each of the past two consecutive instructional years, shall be confirmed as regular part-time employees. The employees to be regularised under this provision shall include the following:

1.	Ron Evans	Bella Coola
2.	Linda Jay	Tahsis
3.	Brian Scott	Comox Valley
4.	Bernice Muir	Camp. River/Comox Valley
5.	David Price	Comox Valley

- | | | |
|-----|--------------------|----------------|
| 6. | Jerri Jelinek | Port Alberni |
| 7. | Naomi Marchand | Campbell River |
| 8. | Sharon Barrett | Port Alberni |
| 9. | Elizabeth Forneret | Comox Valley |
| 10. | Janis Almond | Port Alberni |
| 11. | Marian Pickton | Port Alberni |

5. SENIORITY

- 5.1 A seniority list shall be prepared for all employees by the Office of Human Resources. The years of seniority shall be equal to the number of years of equivalent full-time service at the College, and shall be calculated from all contracts issued for instructing credit courses and performing curriculum development or other assigned non-instructional duties. Substitute teaching shall be counted when assignments are in excess of five (5) days.
- 5.2 The years of equivalent full-time service shall be determined as follows:
1. By using the hours of assigned work, on the assumption that thirty (30) hours per week of assigned duties constitutes a full-time workload, or
 2. Where no hours of work are stipulated on a contract, by comparing the total dollar amount of all contracts with the full-time sessional rate(s) paid in that academic year.
- 5.3 The full-time equivalent years of service, calculated on this basis, shall be regarded as seniority for the purposes of the Collective Agreement, and shall also be used in determination of initial placement on the salary scale (Article 14.2.7).
- 5.4 All employees will be advised, in writing with a copy to the Union, of their full-time equivalent years of employment (seniority), and will be asked to confirm the calculation or provide, within twenty (20) working days of receipt of notification, written information of any discrepancies.

NORTH ISLAND COLLEGE

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FACULTY ASSOCIATION

Date:

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Annual Vacation Entitlement

The parties agree that, effective April 1, 1994, the annual vacation entitlement for regular employees shall be forty (40) days in addition to the three work days that normally fall between Christmas and the New Year.

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JOB DESCRIPTIONS

The Employer and the Union agree to develop job descriptions for the following positions during the lifetime of this Collective Agreement:

- Instructor
- Librarian
- Counsellor
- Coordinator, First Nations Education
- Coordinator, Co-op Education
- Coordinator, Instructional Computing Support

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EARLY RETIREMENT

During the life of this Agreement, the parties agree to explore early retirement incentives and also to explore a more flexible policy to replace mandatory retirement.

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CHILD CARE FACILITIES

During the life of this Agreement, the Employer and the Union agree to explore the possibilities of providing child care facilities at, or near, each campus.

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Office Careers Workload

The parties agree that during the life of this agreement, the Department, in consultation with the administration, shall meet to develop language and a formula for determining the workload of an Office Careers Instructor that is consistent with the FTE student targets for the program as established by the Ministry. For 1995/96 the target is established as 18 FTE per instructor.

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Productivity

The parties agree that during the life of this agreement, Departments shall explore with the College administration ways for achieving the productivity increases that have been mandated by the government.

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Continuing Care and Nursing Program Workload

The parties agree that during the life of this agreement, the Nursing and Continuing Care Departments, in consultation with the Administration, will meet to discuss and resolve the workload issues. One of the objectives of the consultation is to ensure that the FTE student targets meet the guidelines established by the Ministry.

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Industrial Mobile Training Workload

The parties agree that during the life of this agreement, the Department, in consultation with the Administration, shall meet to develop language and a formula for determining the workload of an IMT Instructor and the IMT Training Coordinator.

NORTH ISLAND COLLEGE

NORTH ISLAND COLLEGE
FACULTY ASSOCIATION

Date: