



DCFA Policies and Procedures

Updated July 11, 2023

Contents

Policies

Administrator Selection Committee	3
Appointments Policy	3
Communications Policy	5
Conflict of Interest Policy	8
Delegate Selection Policy for FPSE Annual General Meetings	10
Document Retention Policy	11
Donations Policy	13
Expense Policy	14
Secondment Policy	17
DCFA Defence Fund Policy	18

Procedures

Approval Process for Variances	21
Interim DCFA Employee Timesheet	22

Administrator Selection Committee Appointments Policy

Approved by Executive Council November 16, 2018

Preamble

Article 11.07 Selection of Administrators states:

Whenever a vacancy arises for the following positions, President, Vice-Presidents, Deans, Directors, or other similar excluded administrative positions that may be created, the Association shall have the right to appoint to any committee established to fill the position, members equal to the number of members appointed by the College which will appoint at least one member. This clause does not apply to those administrative positions that do not have faculty reporting to them.

The following guidelines will apply to DCFA appointees:

1. Appointments to administrator selection committees will be made by Executive Council.
2. To be eligible for appointment, an individual must be a member in good standing of the DCFA and support the principles and processes of the Collective Agreement and DCFA policies.
3. Faculty members on Administrator Selection Committees are responsible to the Association with respect to process, but are independent of the DCFA in terms of their Selection Committee considerations and decisions.

Process:

1. College management notifies the DCFA of how many management appointees will be made to the Selection Committee. Executive council will then proceed to select faculty members for appointment.
2. If the Selection Committee is for the selection of Dean, Associate Dean, director, or similar administrative position, the DCFA President will arrange two elections:
 - one within Executive Council; and
 - one within the appropriate faculty group.

The Executive Council election is for a single Selection Committee member.

The appropriate faculty group election will be for one or more additional Selection Committee members depending on the number appointed by management. Elections from the faculty area will be arranged by the Ombudsperson who may delegate the task to another Table officer.

Executive Council may reject an elected candidate and may recommend alternative candidates to be ratified, or request that new elections be conducted in the appropriate faculty group.

3. If the Selection Committee is for Vice-President, President or other similar senior management position, Executive Council will determine who to appoint to the Selection Committee.
4. Once Executive Council has completed the election/appointment process, the DCFA President DCFA will inform management of the DCFA appointees to the administrator Selection Committee.
5. A DCFA Table Officer will, with management, provide a joint orientation to the selection committee. The DCFA component of the orientation will include a review of the relevant Collective Agreement language for the selection process.

Because the number of voting faculty members appointed to Administrator Selection Committees is equal to the number appointed by management, as specified in the Collective Agreement, all Committee business will be done on a collaborative basis, and all decisions and work will be done within the context of the Committee, unless the Committee agrees to do otherwise.

As specified in the Collective Agreement, except for resolving questions of conflict of interest, and in determining whether or not to include a candidate for an interview when the Committee cannot agree, the Chair of the Selection Committee is ex officio, without vote. Except as stated above, the Chair's role is limited to facilitation and administration of the proceedings, and to ensure due process.

6. Process concerns arising from the work of the Selection Committee will be referred to the DCFA Executive Council. The grievance/arbitration process may be invoked if necessary.

Communications Policy

Approved by Executive Council October 14th 2022

Internal Communications

The DCFA has 3 main ways to communicate with Faculty.

- 1) via faculty wide emails
- 2) via Envoke software
- 3) via Simple Survey

Faculty Wide email will primarily be used for calls for expression of interest, announcing Standing Committee events, and general notifications of DCFA day to day business.

Envoke will primarily be used for dispersing General Meeting/ AGM packages, Bargaining Bulletins, Table Officer Bulletins and other Essential Announcements.

Simple Survey will primarily be used for Table Officer Elections and other DCFA elections that may arise from time to time. As well, the survey mechanism will be used for DCFA bargaining and information gathering purposes.

1. Written Communication

Table Officers Reports (TO):

TO will submit written reports on a regular basis to Executive Council (By-Law 5.7). These reports are to be treated as public documents. No confidential information, personal or strategic, should appear. Reports will be collated and presented as part of the General Meeting package.

DCFA Committee Reports:

With the exclusion of EC and CC members, all other committee representatives should produce written reports for Executive Council in the Fall term and for the DCFA AGM as part of their duties.

Executive Council and Contract Committee Communication:

EC and CC members may share DCFA updates, reminders, matters of concern, and action items with their faculties during faculty wide meetings and department meetings. As well, these representatives may send updates to their specific Faculties via the faculty specific email system with agreement from their overseeing committees.

2. Faculty Wide Bulletins

The Table Officers may issue bulletins on topics such as negotiations and strike support.

External Communications

1. DCFA Website

The DCFA will maintain a web page to publicize DCFA information such as union structures, policies, collective agreements, and contact information, Faculty Matters (current publications and archived publications).

Any media venues (e.g. Web Pages, Facebook, Twitter, Instagram) identified as belonging to the DCFA, require approval of Executive Council. EC will manage or delegate management of these accounts or media venues.

2. Faculty Matters Publication

Faculty Matters is a publication of the Douglas College Faculty Association. It is produced by an Editorial Committee who works with a broader Faculty Matters Editorial Team.

A. Editorial Policy

1. The objective of *Faculty Matters* is primarily to provide information and to promote discussion on matters of interest to Association members such as pedagogy, research, teaching, political concerns, educational events, labour relations in post-secondary education and other relevant topics.
2. Any member of the Association can express their views in the pages of *Faculty Matters*.
3. The Editorial Committee reserves the right to refuse publication of material which, in its view, is libellous, defamatory, or in contravention of laws governing publication.
4. The Editor and Editorial Team will be governed by the following publication guidelines:

All views expressed are those of the individual writers and do not necessarily reflect the position of the Association. Contributions are welcomed and can take any form: letters, articles, reports, reviews, opinion pieces, announcements.

Copy will be edited for length, clarity, and/or stylistic conventions.

B. Editorial Team

1. The Editorial Team shall be made up of a variety of Faculty members who are interested in working on the publication combined with the Editorial Committee.
2. They would primarily be responsible for soliciting articles from faculty members, canvassing for article ideas and, if they wish, assist with proof reading, editing etc.
3. They will meet before the Fall semester and develop a publication plan for each semester. The plan should include the approximate number of issues and submission and publication deadlines.
4. They will recommend policy changes pertaining to *Faculty Matters* to the Executive Council.

C. Editorial Committee

1. The Editorial Committee shall consist of one Table Officer, at least one Executive Council Member, and the Editor.
2. The Editorial Committee is appointed by and reports to the Executive Council of the DCFA.
3. The Editorial Committee will resolve any conflicts regarding the publication of articles in *Faculty Matters*. Disputed decisions may be appealed to Executive Council.

D. Editor

1. The Editor is appointed by Executive Council for a two-year term.
2. The Editor, under the direction of the Editorial Team and Executive Council, is responsible for the editing and production of *Faculty Matters*.

E. Advertising

The Editorial Committee may not accept advertising without prior approval of Executive Council.

Conflict of Interest Policy

Approved by Executive Council March 18, 2019

Given that the DCFA is obligated to ensure the integrity of its decision-making processes and that:

- union and governance processes may conflict; and that
- more than one union member may be involved in Collective Agreement disputes where there are conflicting interests; or that
- representatives may be in receipt of, or that there is a perception of, a benefit due to their duties for the DCFA;

The following conflict of interest guidelines apply to:

Departmental Governance

Table Officers may not hold Departmental governance positions. These would include, for example, acting as Chairs/Coordinators or as Selection Committee representatives for selection or evaluation of faculty members.

College Governance

Executive Council members, including Table Officers, or other faculty members who are elected to Education Council or to the Douglas College Board do not hold these positions as DCFA representatives. Such faculty members are independent of the DCFA in terms of their considerations and decisions. They do not take direction from the DCFA, nor do they report to the DCFA.

DCFA Appointees to College Committees

The DCFA appoints Executive Council members and other faculty to Academic Administrator Selection Committees and may facilitate elections for members of other Selection Committee such as Research Coordinator Selection Committee. Faculty members on such committees are responsible to the Association with respect to process, but are independent of the DCFA in terms of their Selection Committee considerations and decisions. They do not take direction from the DCFA, nor do they report to the DCFA.

Table Officers will arrange multiple representation, for example, for two or more Table Officers/Stewards to act as representatives, when there is more than one faculty member involved in a question about the Collective Agreement where there may be conflicting interests.

Disclosure

Executive council members will disclose to Executive Council, a conflict of interest, when discussing issues which give rise to that conflict of interest.

Stewards will disclose to the VP Stewardship, a conflict of interest when questions arise within their Departments/Disciplines/Programs – especially if the steward holds a governance role such as acting as a Chair/Coordinator or on a Selection Committee. The Vice President Stewardship will arrange for alternative representation for affected faculty member(s).

Ombudsperson

Where there is a real or perceived conflict of interest for the Ombudsperson in carrying out DCFA duties, the Ombudsperson will arrange for a replacement. The replacement will be a former Table Officer or Ombudsperson and the President of the Association will be notified.

Delegate Selection Policy for FPSE Annual General Meetings

Approved by Executive Council January 14, 2019

The following process will guide Executive Council in making recommendations regarding the selection of delegates for FPSE Annual General Meetings:

Executive Council will prepare a list of recommended FPSE delegates for presentation to the DCFA Annual General Meeting.

1. Priority will be given to the faculty members who meet one or more of following criteria:
 - Table Officers, Executive Council members or alternates, Contract Committee members or alternates, FPSE Committee representatives, members of DCFA committees. Executive Council may choose to not give priority to any member of a committee that Executive Council determines has not been an active member of the committee.
 - If additional delegate spaces remain, other interested faculty members will be considered.
2. Executive Council may approve the costs of class coverage for delegates, where it is deemed important that those particular members attend the FPSE AGM.
3. The DCFA is entitled to exercise its full delegate votes regardless of the number of delegates present at the FPSE AGM. Executive Council may recommend that less than a full slate of delegates be sent, where replacement costs of sending a full slate of delegates is considered to be an unreasonable expense.

Document Retention Policy

Approved by Executive Council December 10, 2018

1. Purpose of this policy

In order to represent faculty members in relation to complaints, grievances, illness, pay and reimbursements, and other aspects of their work at Douglas College, the DCFA routinely collects personal and other information about faculty members. Retention of such information may be important to ensuring the protection of faculty rights in both the short term and the long term, such as in future grievances, arbitrations, or other proceedings.

Records of conduct complaint investigations or disciplinary meetings, often contain personal information which may have reduced or no protective value after considerable time has passed. The purpose of this policy is to provide guidance to Table Officers regarding the protection, retention, and disposal of individualized personal information related to proceedings such as complaints and grievances.

This policy is not intended to address the acquisition, retention, or disposal of faculty information contained in faculty lists, seniority lists, dues payments, DCFA meeting minutes, financial transactions, or other such documents.

This policy will be applied in accordance with BC's Freedom of Information and Protection of Privacy Act

2. What is Personal Information?

Personal information is any information about an identifiable individual such as:

- Home address and telephone number
- Age, marital status, gender, race, ethnic origin, religion;
- Medical information;
- Income;
- Education; and
- Employment information

3. Collection of Personal Information

The DCFA will only collect and retain personal information that is deemed to be relevant to the circumstances of the faculty member's involvement with the DCFA. For example, it may be appropriate to collect information about the ethnic origin or religion of a faculty

member during an investigation of an allegation of racism, but it may not be appropriate to collect such information in relation to a concern about vacation carry-over.

4. Storage and Access to Stored Information

Paper documents containing personal information shall be stored only in DCFA lockable offices or lockable storage cabinets or spaces. Electronic files containing personal information will be stored on password protected computers or on storage devices kept in lockable offices.

Access to documents or files containing personal information is normally limited to DCFA Staff and Table Officers. Documents containing personal information may be made available to Area Stewards, FPSE Staff representatives, legal counsel, or others, with the approval of a Table Officer. Such access shall only be provided where such access is deemed to be in the best interest of DCFA members.

5. Retention and Disposal of Documents

Documents containing personal information that are deemed to be useful in future disciplinary considerations, or grievances shall be retained by the DCFA for an indefinite period. Documents containing personal information that is deemed by the DCFA President or the Vice-President Stewardship to be of no significant value to the interests of the DCFA or its members, may be destroyed after a period of 5 years.

Donations Policy

Approved by Executive Council January 14, 2019

DCFA Donations will be guided by the following provisions and procedures:

1. Donations from the DCFA must primarily support the goals of interests of the DCFA, the promotion of post-secondary education and/or labour solidarity.
2. Donation requests may be made by individuals, groups, or by members to the Secretary-Treasurer.
3. The President and Secretary-Treasurer will review all written requests for donations, assess their consistency with donations policy goals, and, if accepted, forward them to the appropriate authorizing body as follows:
 - a) Any donation request of \$100.00 or less may be authorized by the President. The President will inform Executive Council of the donation.
 - b) Any donation over \$100.00, requires the approval of Executive Council.
4. The Operations and Finance Committee, in its budget preparations, will recommend, through the Secretary-Treasurer, an annual amount for donations not less than \$1000.00.

Expense Policy

Approved by Executive Council March 13, 2023

1. **POLICIES:** Expense claim policies are recommended by the Table Officers and approved by Executive Council.
2. **ELIGIBILITY:** Claims for out of pocket expenses actually incurred by the claimant are limited to Table Officers and members of Standing Committees of the Association, persons who are acting as witnesses for the Association (at Labour Relations Board or Arbitration hearings, etc.) and such other persons as from time to time may be specified by the Table Officers.
3. **RECEIPTS:** Receipts are required for all expenses claimed except meals; this requirement is waived when receipts are not normally available, e.g. sundry expenses, tips, mileage.
4. **MEALS:** Claims may be made for out of pocket expenses directly incurred by the claimant for meals required while on DCFA business. Meals not taken, or those paid by the DCFA or another organization, are not eligible for reimbursement. The per diem rate for meals is limited to \$70.00 per day, as follows (no receipts required):

Breakfast: \$15.00	Lunch: \$20.00	Dinner: \$35.00
--------------------	----------------	-----------------
5. **GROUP MEALS:** For meals paid for as a group by the DCFA, reimbursement for alcoholic drinks is limited to one drink per person. A Table Officer may authorize hosting of spouses or guests as a DCFA expense.
6. **SUNDRY:** Sundry expenses are limited to \$14.00 per day for those conducting off-site business on behalf of the DCFA. No receipts are required.
7. **TRAVEL:** Reimbursement for travel expenses is limited to distance in excess of that which would be incurred in the normal working day in order to conduct business on behalf of the Association. The rate for reimbursement is the mileage rate established by the BC government for travel.
8. **CHILDCARE:** Childcare expenses will be reimbursed for faculty members who fill DCFA representative positions on Executive Council or Contract Committee, to allow them to attend regularly scheduled meetings of those committees. Executive Council may authorize payment of childcare expenses for other purposes (for example, to allow a faculty member to participate on a bargaining team or to attend a DCFA funded conference). Such authorization must occur prior to the meeting(s) or event(s).

Childcare expenses are limited to a maximum of \$60.00 per day per faculty member, unless a larger amount is pre-approved by a Table Officer. Receipts are required.

9. **ADVANCES:** Requests for cash advances must be made to the Secretary-Treasurer on or before the day of the Executive Council meeting which precedes the event for which an advance is sought. Executive Council meetings normally occur on the second Monday of each month.
10. **AUTHORIZATION:** Expense reports for anyone other than the Secretary-Treasurer must be authorized by the Secretary-Treasurer before payment is issued. The Secretary-Treasurer's expense reports must be authorized by the President before payment is issued. Reimbursement for any expense report that exceeds \$400 must be approved by Executive Council, including situations where there is more than one report in the same month from the same person, and the total of the claims exceeds the authorization amount.

DOUGLAS COLLEGE FACULTY ASSOCIATION - EXPENSE CLAIM FORM

NAME: _____ REPORTING PERIOD FROM: _____ TO: _____

Date	Location	Purpose and Details	Distance Km	Travel Charge @ \$0.61/km	Meals	Fees	Sundry	Other (explain)	Total

Distances between

New West Campus and David Lam Campus: 17 km = \$10.37 one way or \$20.74 return

New West Campus and FPSE: 20 km = \$12.20 one way or \$24.40 return

Sub Total: \$ _____

Deduct Advances: \$ _____

Refund Claimed (or balance due): \$ _____

I certify the above to be a true and correct report of my expenses while on DCFA business:

Signature: _____ *Date:* _____ 20____

Send cheque to _____ *Campus*

Authorizing signature (Secretary-Treasurer, DCFA):

Signature: _____ *Date:* _____ 20____

Updated July 11, 2023

GL Entry	
Account	Amount
Table Officers # 5270	
General Meeting # 5250	
Executive Council # 5240	
Contract Committee # 5230	
Conference/Course # 5640	
Office Supplies # 5690	
Other #	
Other #	
Date:	Amount:
	Cheque:

Secondment Policy

Approved by Executive Council January 14, 2019

Information:

1. Faculty members who are elected to DCFA Table Officer positions with time release (President, Vice-President Negotiations, Vice-President Stewardship, Secretary Treasurer, and Ombudsperson), are on secondment from their employment at Douglas College to provide service to the DCFA.
2. DCFA Officers on time release are paid by the College at the individual's faculty rate with benefits, including seniority accrual, PD money and increments.
3. The DCFA reimburses the College for the seconded faculty member's actual replacement cost.

Policy:

1. Annual service with the DCFA is on the basis of ten months of accountable time, and two months of vacation. The ten months of accountable time includes one month of professional development, which may include both academic professional development and union professional development/training.
2. The DCFA pays all fees and expenses for union professional development/training. Support for academic professional development may be available through Departmental PD funds.
3. Service with the DCFA is on the basis of 35 hours per week (pro-rated, based on amount of time release). Weekly work schedules will be discussed among Table Officers, and arranged to accommodate varying workload demands, vacation and PD coverage, weekend and/or evening meetings or events, and other exigencies.
4. Table Officers are responsible for scheduling their own vacation and professional development entitlements in mutual agreement with other Table Officers. No pay out of unused vacation and/or professional development allotment is allowed.
5. Faculty on DCFA secondments must respect their mandate, operational terms of reference, and privacy as detailed in the DCFA Constitution and By-Laws, and Terms of Reference.

DCFA Defence Fund Policy

Approved by Executive Council March 9, 2020

Purposes:

1. To create and maintain a fund to provide benefits to members in the event of a strike, lockout or recognition of a legally established picket line.
2. In the event of a strike, lockout, or recognition of a legally established picket line, to cover additional costs related to the job action and required by the DCFA for administration during the job action such as: off premises rent, supplies telephones, computer lease and setup, and refreshments.

Eligibility:

Defence Fund payments shall be made at the discretion of the Defence Fund Payments Committee, consisting of the Secretary-Treasurer, the Ombudsperson, and two members appointed by Executive Council. This committee shall exercise its discretion in a reasonable and non-discriminatory manner, and in accordance with the following guidelines for receiving Defence Fund pay:

1. The faculty member must not be on leave.
2. The faculty member must not be performing normal duties at Douglas College.
3. The faculty member must participate in picket line duty, other support work, or act to support a legally established picket line.
4. Contract faculty members who are scheduled to teach at the time of the job action who also meet the above-noted conditions will be entitled to the same Defense Fund Pay as regular faculty.

Payment Schedule:

The payment to eligible members will be \$120.00 per day; \$600 per week. This is based on performing four hours of strike related duty each day of a five-day week. Hours of service beyond twenty hours per week are not eligible for any additional strike pay.

Maintenance of the Fund:

1. The amount to be maintained in the Defence Fund shall be determined annually according to the following estimated DCFA FTE formula:

- (Number of DCFA regular members¹) X \$600 X (5 weeks), plus;
- (Number of contract members¹ X 10%²) X \$600 X (5 weeks).

1 As of March 31 of the latest fiscal year.

2 It is estimated that 10% of contract faculty will participate in picket duty.

- An amount sufficient to cover the employer and employee share of benefit costs for five weeks; plus,
- \$100,000 for emergency loans; plus,
- \$50,000 for strike/lockout costs such as off site negotiating and the costs associated with maintaining picket lines;
- **MINUS:** Estimated FPSE support as follows: DCFA FTE Estimate (see above) X \$500 X 4 2/5 weeks. (Note: FPSE support is FPSE FTE X \$100/day after 3rd day. FPSE FTE Calculation = 909, March 31 2019)
- PLUS a 5% contingency.

2. The rationale for the formula includes the following assumptions:

- a. The DCFA will need enough funds to cover strike pay and benefit costs for five weeks; and, pay for the various costs associated with administering bargaining off-site and the picket lines.
- b. The DCFA will be supported by the Federation of Post Secondary Educators (FPSE) in the amount of \$100 per FPSE FTE per day, starting on the 4th full day of strike/lockout. (see FPSE Policy 3.12 – Procedures for Accessing FPSE Strike/Lockout Defence Fund).
- c. The formula provides \$100,000 so that the Defence Fund can source faculty emergency loans during a strike/lockout or recognition of a legally established picket line. Emergency loans will be interest free. Repayment will be negotiated by the Defence Fund Payments Committee on an individual basis.
- d. The employer and employee share of benefits not including statutory deductions, pension costs and DCFA dues in the month of March 2019 was \$315,000. During work stoppage

statutory deductions (CPP, EI & income tax) will not be withheld from strike pay, pension costs will not be applicable and DCFA dues will not be levied.

Funds designated as the Defence Fund shall be kept separate from the General Operating Account and shall be accounted for separately and reviewed on an annual basis.

3. The Operations and Finance Committee shall recommend to the membership:
 - a. How to maintain the Defence Fund on an annual basis.
 - b. Strategies to replenish the Defence Fund in the event that expenditures have been made in accordance with the principles outlined in this policy.
 - c. The transfer of surplus defence funds back to the General Operating Account, if deemed appropriate to do so.

Approval Process for Variances

Approved by Executive Council, October 16, 2020

Background

ARTICLE 4 - EXECUTIVE COUNCIL

The Executive Council of the Association is responsible to the General Membership for conducting the business of the Association between General Meetings . . . *In meeting these responsibilities, the members of the Executive Council will abide by the principle that all agreements between the Association and another party, excluding grievances, that enforce or impair an action, shall be in writing and shall be voted on and approved by the Executive Council and/or the General Membership. Such agreements include but are not limited to arbitrations, DCFA legal matters, and agreements with the employer or other parties.*

Process – Regular Variance

Steps:

- 1) Administrator emails DCFA President with a variance request.
- 2) The President investigates, contacts those that need to be contacted—faculty, HR, the Dean, VP Stewardship etc. and looks at what provisions of the Collective Agreement might be broken by the variance.
- 3) If it is a request for use of our meeting block on Monday or Friday, the President will check to ensure it does not clash with a DVFA General Meeting or our AGM. If it does they will contact the faculty and ask if they can do it on a different Monday or Friday. If there is no class with a DCFA General Meeting or the AGM, and it is on a one-time only basis, it is usually approved.
- 4) If the Variance is **not time sensitive** the President will put it on the EC agenda **for approval**.
- 5) EC approves or not.
- 6) The President notifies the Dean and LMRC that it was approved.

Process – Emergency Variance

An emergency variance is usually time sensitive. Some examples include things like adding a specialist to a hiring committee or shortening a hiring posting.

Steps:

- 1) Administrator emails DCFA President with a variance request.
- 2) The President investigates, contacts those that need to be contacted—faculty, HR, the Dean, VP Stewardship etc. and looks at what provisions of the Collective Agreement might be broken by the variance.
- 3) President verifies the variance is time sensitive.
- 4) If the Variance **is deemed time sensitive** the DCFA President investigates, makes a proposed decision with TO consultation, and emails EC for an email vote (See *Email Vote Procedures*). If the vote passes it is approved within the week and goes on the LMRC Agenda.
- 5) The variance is put on the EC Agenda **for ratification**.
- 6) The President notifies the Dean and LMRC that it was approved.

Interim DCFA Employee Timesheet

Employee: _____

Week of: _____

Day	Date	Hours	Details
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total hours:			

Submitted by: _____

Approved by: _____ Jennifer Kirkey

Rate is 1.5 x contract rate of \$43.91 = \$ 65.87