

**Joint Rehabilitation Committee**  
**Terms of Reference for**  
**DCFA Faculty Representatives and Alternates**

**1. Statement of Purpose**

The Joint Rehabilitation Committee (JRC) consists of members from the Douglas College Faculty Association (DCFA) and the employer, Douglas College. The JRC assists faculty members with medical leaves, Return-to-Work processes (RTW) and accommodations in accordance with the Collective Agreement and the Faculty Common Disability Plan (FCDP).

**2. The Basic Mandate is to:**

- Assist with faculty member medical leaves or workplace accommodation applications.
- Offer faculty members guidance and support during their return to work.
- Suggest suitable accommodations that support faculty members, including any medically supported restrictions, limitations, or modifications to a faculty member's duties.
- Safeguard and maintain the confidentiality of all faculty members' private information.
- Identify systemic issues of concern and liaise with the DCFA and JRC to address these larger issues.

**3. Membership**

- The DCFA membership on the JRC shall be comprised of two Representative faculty members and two Alternate faculty members.
- The two Representative faculty members will each receive one section of time release for each year they serve on the JRC. The time release will be arranged so that each Representative faculty member has time release during a different semester (Fall or Winter).
- Both Representative and Alternate faculty members (JRC faculty members) shall serve a two-year term with the opportunity to serve additional terms as selected by Executive Council.

### Selection Procedure

- Members on the JRC shall be selected from a general call out for expressions of interest for each position.
- Executive Council will review expressions of interest and make the selection.
- Preference will be given to faculty members who have relevant experience.
- Selections of JRC faculty members shall be staggered; one Representative faculty member and one Alternate faculty member shall be selected each year for a two-year term.

### Emergency Replacement

- In the event that a Representative faculty member is temporarily absent for four weeks or more (and is not on vacation or PD), one of the Alternate faculty members shall temporarily assume their responsibilities. The DCFA may provide some compensation or time release.
- In the event that a Representative faculty member resigns before completing their term, the President of the DCFA shall send a call for expressions of interest to the two Alternate faculty members. If neither Alternate faculty member can assume the position, the President shall issue a call for expressions of interest to the DCFA Contract Committee (CC) and the Executive Council (EC) members. If there are no faculty members from CC and EC who are able to serve, a call for expressions of interest will be issued to the general membership. Executive Council will make the selection and the replacement Representative faculty member shall complete the term of the original Representative faculty member. Any time release will be determined by the Executive Council.

## **4. Duties and Responsibilities of Members**

- JRC faculty members are responsible for assisting faculty members with medical leaves, Return-to-Work processes (RTW) and accommodations in accordance with the Collective Agreement and the Faculty Common Disability Plan (FCDP).
- JRC faculty members will be assigned to support each faculty member.

### Joint Rehabilitation Committee Monthly Meeting:

- The two Representative faculty members are required to attend each of the monthly JRC meetings unless on vacation; ideally the Alternate faculty members should attend as well. A minimum of two JRC faculty members should be in attendance at every monthly JRC meeting.
- If any JRC faculty member is unable to attend, that member must inform the other JRC faculty members.
- Should it be the case that no JRC faculty member is available for a scheduled meeting, the DCFA members of the JRC will request rescheduling a meeting, or the creation of a remote meeting.

### Duties of Representative JRC Faculty Members

- The two Representative faculty members are responsible for scheduling monthly team meetings to consult on their cases.
- When one Representative faculty member is on scheduled vacation and/or PD, the other Representative faculty member will provide coverage.
- The two Representative faculty members will assign the cases, so as to ensure an equitable workload.
- The two Representative faculty members will liaise with the VP Stewardship to discuss issues of concern once each semester and more often if appropriate or necessary.
- The two Representative faculty members are required to submit a written report to both CC and EC each semester and attend scheduled meetings of each to answer questions that arise. The report should outline workload and areas of concern, but no confidential information shall be shared. This work can be divided between the two Representative faculty members.

### Duties of Alternate Faculty Members

- The two Alternate faculty members are encouraged to attend scheduled team meetings every month.
- The Alternate faculty members shall assist with case load, and, if needed, fill in for unexpected situations.

## **5. Document Security**

Case notes associated with a claim shall be kept in a confidential location and destroyed and/or erased upon the closing of a claim, or returned to the faculty member at their request.

## **6. Training**

- The JRC faculty members shall participate in relevant training offered by Douglas College Human Resources.
- In the first year, JRC faculty members shall receive training from the DCFA as to their role as DCFA Representatives.
- In their first year, JRC faculty members shall participate in training related to labour relations and disability plans. This training must be approved by EC and will then be paid for by the DCFA (training includes programs such as those offered by the Vancouver District Labour Board, the Justice Institute, and Lancaster House, etc.)

## **7. Supporting Documents**

- *Faculty Common Disability Plan Agreement Manual*
- *Collective Agreement between Douglas College and the Douglas College Faculty Association*