

YOUR RIGHTS Under The Collective Agreement

Working Conditions

- **Contract Faculty are full members of the Douglas College Faculty Association (DCFA)** and are covered by the same Collective Agreement as Regular Faculty.
- **Contract Faculty** are non-regular faculty members and **are paid at a fixed rate** for each course taught.
- **Programmers, Instructors in Student Affairs and Services and in Learning Resources (including Instructors in Counselling, Library, Accessibility Services, and the Learning Centre are faculty members**, whether or not they teach specific courses.
- **Contract faculty may also serve as substitute instructors**, paid on an hourly basis.

Job Security and Regularization

- **Seniority** is calculated on the basis of 8 three-credit sections of work being equivalent to one year of full-time employment (FTE).
- Upon completing 8 sections of work (1.0 FTE) Contract Faculty have **“Right of First Refusal” (ROFR)** for future available contract work. Contract work is offered to Contract Faculty with ROFR before being offered to Contract Faculty with less seniority.
- Upon completion of two years of FTE service, Contract Faculty can apply for a **Regular Status** interview, and if successful, the member will be offered a regular position when sufficient work is available.
- **All seniority is lost** if a Contract Faculty member refuses all offered work two semesters in a row. Seniority is also lost if there is a period of 2 years with no contract work assigned.

Benefits

- **Benefits are available to Contract Faculty** who have at least 25% workload. BC Medical Services Plan, Extended Health Benefits, Dental Plan, and Group Life coverage are available upon application when contracts are signed. **Full benefits are provided but premiums are pro-rated depending on workload.** To bridge between semesters, **benefits can be extended beyond the period of a contract** for a period of 30 days to a maximum of 130 days. The extended benefit coverage must be paid in advance by the instructor unless the instructor has signed contract work for the next semester. If a new contract is signed, pro-rated premiums will be deducted from the pay for the first pay period of the new contract.
- **Contract Faculty are allowed 2 paid sick days each semester** if they have 25% (see above bullet 1)
- **Contract Faculty are entitled to join the College Pension Plan.**
- **Contract Faculty have access to PD funds.** The fund amount is up to \$600 per year. Contact your Chair or Coordinator for details.
- **Contract Faculty are eligible for Maternity, Parental and Adoption Leaves.** Some benefits, and payments in addition to Employment Insurance benefits may also be available. These leaves count as College service for the purpose of seniority, so it is important to apply for these benefits to accrue seniority during the leave.

Evaluation

- **Contract Faculty may be evaluated in each course they teach.** Evaluations may include student, peer, self, and administrative evaluations. If an evaluation is unsuccessful, constructive feedback will be provided.
- **If there are two successive unsuccessful evaluations**, no further contracts will be offered.
- **If an instructor is not evaluated**, it is treated as if a successful evaluation was completed.

DCFA Elected Officers

- **President** – Jasmine Nicholsfigueiredo – 5537 dcfapresident@gmail.com
- **VP Stewardship** – Melanie Young – 5282 dcfapstewardship@gmail.com
- **VP Negotiations** – Devin Shaw vp.negs.dcf@gmail.com
- **Secretary - Treasurer** – Jennifer Kirkey kirkeyj@douglascollege.ca
- **Member at Large** – Ralph Ferens dcfamemberatlarge@gmail.com

DCFA Office Locations

Coquitlam Campus – **Room B3142**

604-777-6120

New Westminster Campus - **Room N2320**

Office Manager - 604-527-5166

DCFA Website

The DCFA Website has links to the Collective Agreement. It also has meeting schedules, contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, bargaining bulletins, and other member information.

Your Collective Agreement

Your working conditions, job security, benefits, evaluation, and responsibilities have been negotiated, and are contained in a **Collective Agreement agreed to by the College and the DCFA.**

You can access the Collective Agreement on the **DCFA Website (dcfa.ca)**, or through DC Connect - Human Resources. If you wish, the DCFA can provide you with a paper copy of the Agreement.

You can get a printed copy of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus), or email Anne Swinton, Office manager at dcfaannes@gmail.com and she will send one via inter-campus mail.

Your Executive Council Representative

Each Faculty area has a DCFA Executive Council (EC) representative. Your EC representative will be able to advise you on DCFA issues, and will take your concerns or initiatives to Executive Council. The Executive Council (EC) representatives and their local phone numbers* are:

Applied Community Studies

Davi Bachra – 5126

bachrad@douglascollege.ca

Alt: *Tricia Rachfall*

rachfallt@douglascollege.ca

Commerce and Business Administration

Brian Sugg 6397

suggb@douglascollege.ca

Alt: *Rosilyn Teng* – 5873

coulsonr@douglascollege.ca

Health Sciences

Diane Batty – 6414

battyd@douglascollege.ca

Alt: *Lisa Buono* -- 604-777-6438

lbuono@douglascollege.ca

Humanities and Social Sciences

Raquel Chapdelaine 604-777-6350

chapelainer@douglascollege.ca

Alt: *Jakub Burkowicz* -- 5839

jburkowicz@gmail.com

Language, Literature & Performing Arts

Nathalie Schapansky -- 5211

nschapan@douglascollege.ca

Alt: *Kim Trainor*

dcfa.kim.trainor@gmail.com

Science & Technology

Shamsa Jessa – 6123

jessas@douglascollege.ca

Alt: *Shelley Weisser* – 5609

shelleyweisser@gmail.com

Student and Learning Services

Carrie Keen

keenc@douglascollege.ca

Alt: *Daniela Pacheva* – 5117

pachevad@douglascollege.ca

Non-Regular Faculty Representative

Vacant

Your Area Steward

Each Faculty area has an Area Steward on the DCFA Contract Committee. Your Area Steward can provide assistance with working conditions issues or help you with interactions with management. The Area Stewards and their local phone numbers are:

Applied Community Studies

Sherise Devine -- 6371

devines@douglascollege.ca

Commerce & Business Administration

David Moulton – 5456

moultond@douglascollege.ca

Alt: *Andrei Ribalkin* 6584

ribalkina@douglascollege.ca

Health Sciences

Andrea Gretchev – 6434

gretcheva@douglascollege.ca

Alt: *Diane Batty* – 6414

battyd@douglascollege.ca

Humanities and Social Sciences

Stelian Medianu – 5839

medianus@douglascollege.ca

Alt: *Jill Fellows* – 5210

fellowsj@douglascollege.ca

Language, Literature & Performing Arts

Kim Trainor

dcfa.kim.trainor@gmail.com

Alt: *Chris-Anne Strumpf*

strumpfc@douglascollege.ca

Science & Technology

Elinor Matheson – 5608

ehughes5@douglascollege.ca

Alt: *Todd Harper* – 5609

harpert@douglascollege.ca

Student Affairs and Services

Colin Cheng – 6650

ccheng22@douglascollege.ca

Alt: *Trevor Smith* – 5259

smitht@douglascollege.ca

KNOW YOUR RIGHTS

A Guide for Contract Faculty

- Working Conditions
- Job Security and Regularization
- Benefits
- Evaluation
- Your Area Steward
- Your Executive Council Rep.
- Your Elected DCFA Officers

DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION

*Local numbers starting with 5 (e.g. 5778) can be accessed from off campus using 604-527 + Local # (e.g. 604-527-5778) Local numbers starting with 6 (e.g. 6578) can be accessed from off campus using 604-777 + Local # (e.g. 604-777-5778)

If your Area Steward or Alternate is unavailable, please contact the VP Stewardship, Melanie Young by email at youngme@douglascollege.ca or by phone at 604-527-5282.