

# 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](mailto:dcfapresident@gmail.com)
- **VP Stewardship** – Melanie Young – 5282 [dcfavnstewardship@gmail.com](mailto:dcfavnstewardship@gmail.com)
- **VP Negotiations** – Devin Shaw – 778-789-1319 [vp.negs.dcfa@gmail.com](mailto:vp.negs.dcfa@gmail.com)  
**Member-at-Large** – Ralph Ferens – 604-328-9092 [dcfamemberatlarge@gmail.com](mailto:dcfamemberatlarge@gmail.com)
- **Secretary-Treasurer** – Jennifer Kirkey [dcfasectres@gmail.com](mailto:dcfasectres@gmail.com)
- **Ombudsperson** – Michael Blefare [ombudsperson.dcfa@mail.com](mailto:ombudsperson.dcfa@mail.com)
- **Temporary Member-at-Large** – Rosilyn Teng [dcfa.rosilyn.teng@gmail.com](mailto:dcfa.rosilyn.teng@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, meeting schedules, contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, bargaining bulletins, and other member information.

The Website address is: [dcfa.ca](http://dcfa.ca)

## 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.

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

## Your Executive Council Representatives

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

*Tricia Rachfall* — 6237  
rachfallt@douglascollege.ca

**Alt: Davi Bachra** — 5126  
bachrad@douglascollege.ca

### Commerce and Business Administration

*Matthew Larson* — 236-428-4710  
larsonm1@douglascollege.ca

**Alt: Rupa Manabala** — 236-428-4708  
manabalas@douglascollege.ca

### Health Sciences

*Peggy Wyatt* — 6472  
wyattp@douglascollege.ca

**Alt: Denise Cacchioni** — 6530  
cacchionid@douglascollege.ca

### Humanities and Social Sciences

*Raquel Chapdelaine* — 6350  
chapdelainer@douglascollege.ca

**Alt: Joey Moore**  
jmoore30@douglascollege.ca

### Language, Literature & Performing Arts

*Diane Stiles* — 5290  
stilesd@douglascollege.ca

**Alt: Kim Trainor** — 5920  
dcfa.kim.trainor@gmail.com

### Science & Technology

*Shelley Weisser* — 6199  
shelleyweisser@gmail.com

**Alt: Shamsa Jessa** — 6123  
jessas@douglascollege.ca

### Student and Learning Services

*Carrie Keen* — 6181  
keenc@douglascollege.ca

**Alt: Daniela Pacheva** — 5117  
pachevad@douglascollege.ca

### Non-Regular Faculty Representative

*June Madison* — 5482

## Your Area Stewards

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

*Cathy Lipke* — 5590  
devines@douglascollege.ca

**Alt: Vacant**

### Commerce & Business Administration

*Simon Parker* — 6610  
parkers1@douglascollege.ca

**Alt: Andrei Ribalkin** — 6584  
ribalkina@douglascollege.ca

### Health Sciences

*Pamela Piddocke* — 6409  
piddockep@douglascollege.ca

**Alt: Kimberly Blizzard** — 6460  
blizzardk@douglascollege.ca

### Humanities and Social Sciences

*Darcy Cutler* — 5328  
cutlerd@douglascollege.ca

**Alt: Jill Fellows** — 5210  
fellowsj@douglascollege.ca

### Language, Literature & Performing Arts

*Kim Trainor* — 5920  
dcfa.kim.trainor@gmail.com

**Alt: Chris-Anne Stumpf** — 5578  
stumpfca@douglascollege.ca

### Science & Technology

*Elinor Matheson* — 5608  
ehughes5@douglascollege.ca

**Alt: Todd Harper** — 5609  
harpert@douglascollege.ca

### Student Affairs and Services

*Alison Parry* — 6182  
parrya@douglascollege.ca

**Alt: Trevor Smith** — 5259  
smitht@douglascollege.ca

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

# KNOW YOUR RIGHTS

## A Guide for Contract Faculty

2022/2023

- 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).