

# YOUR RIGHTS Under The Collective Agreement

## DCFA Elected Officers

### 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 (subject to QTT requirements).
- 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.

- **Interim President** – Melanie Young – 5156 [dcfa.melanie.young@gmail.com](mailto:dcfa.melanie.young@gmail.com)
- **VP Stewardship** – Kim Trainor – 5282 778-792-0609 [dcfa.kim.trainor@gmail.com](mailto:dcfa.kim.trainor@gmail.com)
- **VP Negotiations** – Devin Shaw 778-789-1319 [dcfa.devin.shaw@gmail.com](mailto:dcfa.devin.shaw@gmail.com)
- **Associate Steward** – Ralph Ferens [dcfamemberatlarge@gmail.com](mailto:dcfamemberatlarge@gmail.com)
- **Secretary-Treasurer** – Jennifer Kirkey [dcfasesctres@gmail.com](mailto:dcfasesctres@gmail.com)
- **Ombudsperson** – Vacant

### DCFA Office Locations

Coquitlam Campus – **Room B3142 - 604-777-6120**  
New Westminster Campus - **Room N2320**  
Administrative Officer - **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.

Website address: [www.dcfa.ca](http://www.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 (www.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, Administrative Officer at [dcfa@douglascollege.ca](mailto:dcfa@douglascollege.ca) 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](mailto:rachfallt@douglascollege.ca)

**Alt: Davi Bachra** — 5126  
[bachrad@douglascollege.ca](mailto:bachrad@douglascollege.ca)

### Commerce and Business Administration

**Matthew Larson** — 236-428-4710  
[larsonm1@douglascollege.ca](mailto:larsonm1@douglascollege.ca)

**Alt: Rupa Manabala** — 236-428-4708  
[manabalas@douglascollege.ca](mailto:manabalas@douglascollege.ca)

### Health Sciences

**Peggy Wyatt** — 6472  
[wyattp@douglascollege.ca](mailto:wyattp@douglascollege.ca)

**Alt: Denise Cacchioni** — 6530  
[cacchionid@douglascollege.ca](mailto:cacchionid@douglascollege.ca)

### Humanities and Social Sciences

**Raquel Chapdelaine** — 6350  
[chapelainer@douglascollege.ca](mailto:chapelainer@douglascollege.ca)

**Alt: Graham Rodwell** — 6109  
[rodwellg@douglascollege.ca](mailto:rodwellg@douglascollege.ca)

### Language, Literature & Performing Arts Vacant

**Alt: Eve Preus** — 236-428-4766  
[everebekahpreus@gmail.com](mailto:everebekahpreus@gmail.com)

### Science & Technology

**Shelley Weisser** — 6199  
[shelleyweisser@gmail.com](mailto:shelleyweisser@gmail.com)

**Alt: Michael Silvergieter** — 5499  
[silvergieterm@douglascollege.ca](mailto:silvergieterm@douglascollege.ca)

### Student Affairs and Services

**Fatima Samreen** — 5143  
[samreens@douglascollege.ca](mailto:samreens@douglascollege.ca)

**Alt: Andria Wrench** — 5145  
[wrencha@douglascollege.ca](mailto:wrencha@douglascollege.ca)

### Non-Regular Faculty Representative

**June Madison** — 5482  
[madisonj@douglascollege.ca](mailto:madisonj@douglascollege.ca)

## 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 Curiel** — 5590  
[curielc@douglascollege.ca](mailto:curielc@douglascollege.ca)

**Alt: Elizabeth Hagerty**

### Commerce & Business Administration

**Simon Parker** — 6610  
[parkers1@douglascollege.ca](mailto:parkers1@douglascollege.ca)

**Alt: Rosilyn Teng** — 5873  
[dcfa.rosilyn.teng@gmail.com](mailto:dcfa.rosilyn.teng@gmail.com)

### Health Sciences

**Pamela Piddocke** — 6409  
[piddockep@douglascollege.ca](mailto:piddockep@douglascollege.ca)

**Alt: Anjani Panesar** — 6437  
[panesara@douglascollege.ca](mailto:panesara@douglascollege.ca)

### Humanities and Social Sciences

**Darcy Cutler** — 5328  
[cutlerd@douglascollege.ca](mailto:cutlerd@douglascollege.ca)

**Alt: Jill Fellows** — 5210  
[fellowsj@douglascollege.ca](mailto:fellowsj@douglascollege.ca)

### Language, Literature & Performing Arts

**Vacant**

**Alt: Chris-Anne Stumpf** — 5578  
[stumpfc@douglascollege.ca](mailto:stumpfc@douglascollege.ca)

### Science & Technology

**Lynette Sigola** — 5233  
[sigolal@douglascollege.ca](mailto:sigolal@douglascollege.ca)

**Alt: Peter Sinclair** — 5499  
[sinclairp@douglascollege.ca](mailto:sinclairp@douglascollege.ca)

### Student Affairs and Services

**Alison Parry** — 6182  
[parrya@douglascollege.ca](mailto:parrya@douglascollege.ca)

**Alt: Trevor Smith** — 5259  
[smitht@douglascollege.ca](mailto:smitht@douglascollege.ca)

If your Area Steward or Alternate is unavailable, please contact the VP Stewardship at 604-527-5282: Kim Trainor [dcfa.kim.trainor@douglascollege.ca](mailto:dcfa.kim.trainor@douglascollege.ca)

# KNOW YOUR RIGHTS

## A Guide for Contract Faculty 2023/2024

- 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).