

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.

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.

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), up to 5 days if they work 90 consecutive days.
- **Contract Faculty are entitled to join the College Pension Plan.**
- **Contract Faculty have access to PD funds.** The fund amount is up to \$1000 per year, depending on your teaching load. 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.

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.
- **If you are approaching 2 FTE**, please refer to article 5.05.iii.(5) and/or contact the DCFA.

Who to contact?

Your Executive Council

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.

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 the Employer.

Your Table Officers

Elected to run the day-to-day operations of the Association, your Table Officers can provide information and support you in protecting your rights under the Collective Agreement.

Not sure?

Contact the DCFA Office and we'll connect you to the right person (dcfa@douglascollege.ca).

Check www.dcfca.ca for contact 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 DCFA and the Employer (Douglas College)**.

You can access the Collective Agreement on the **DCFA website** (www.dcfca.ca) under Member Resources.

You can get a printed paper copy of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus or room A1301 Coquitlam campus), or email dcfa@douglascollege.ca to receive one via inter-campus mail.

What can you find on the DCFA Website (www.dcfca.ca)?

The DCFA website has

- links to the Collective Agreement,
- meeting schedules,
- contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, Table Officers, and other committee members,
- bargaining bulletins, and
- other member information.

DCFA Office Locations

Coquitlam Campus – Room A1301
604-777-6120

New Westminster Campus - Room N2320
604-527-5166

KNOW YOUR RIGHTS

A Guide for Contract Faculty

2024 - 2025

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DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION