



COLLEGE OF THE ROCKIES FACULTY ASSOCIATION  
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FEDERATION OF POST SECONDARY EDUCATORS - LOCAL 6

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# College of the Rockies Faculty Associations Policies

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## 1. CORFA Membership Dues

CORFA members pay 2.25% effective September 1, 2009

From these dues, CORFA pays dues to:

- the East Kootenay Labour Council; and
- the Federation of Post Secondary Educators

CORFA pays an annual membership fee to CoDevelopment Canada [www.codev.org](http://www.codev.org).  
(February, 2016)

## 2. Release Time

All release time is purchased by CORFA from the College at **replacement costs**, as per Article 3.1.4.4 of the Collective Agreement. The release time shall be schedule/taken at times mutually arranged by and agreeable to the Association and the College. Positions with release time to be open to any regular faculty members and that this release time may be used to fill workloads up to 100%. (September 2008).

### Release time for President

The President of CORFA will have 50% release time. 25% of this is paid by the College (Article 3.1.4.4)

### Release time for Stewards

The VP Stewards will receive 20% release time. In addition, there will be up to 10 days of additional release time for Stewards per fiscal year. The VP, Stewards will approve these days on a case-by-case basis. (October, 2012)

### Release time for VP Bargainer:

The VP Bargainer will have a minimum of 20% release time. The release time will be increased during active bargaining. (Sept, 2008)

### Release time for CORFA Liaison

The CORFA Liaison will have 20% release time from September until May of each year. The Liaison position is open to both regular and non-regular faculty members. **The duties and scope of the position are to be reviewed annually by a subcommittee of the CORFA Executive.**

(Amended April, 2016)

### Release time for Bargaining Committee Members

CORFA will pay replacement costs for all Bargaining Committee members during days of active bargaining and scheduled days of bargaining preparation. (January, 2012)

### **Other Release Time**

Effective February 1, 2011, Faculty members who volunteer for CORFA committees normally do this work on their own time. In special circumstances, the faculty member may require release from his/her regular duties to attend meetings or do specific CORFA work. In these circumstances, CORFA will pay the associated costs of replacement. The CORFA executive will have the final say over whether or not replacement time will be paid. (*January 2011*)

## **3. Meetings**

### **Executive Meetings**

The Executive will meet monthly, September to June, inclusive. The annual budget includes costs for monthly dinner meetings for the executive.

### **General Meetings**

There will be a minimum of three General meetings per year. CORFA will pay for non-alcoholic beverages, snacks and/or meals at these meetings.

CORFA will provide the same dollar amount per member for non-alcoholic beverages, snacks and/or meals per person for members at campus locations who attend meeting via teleconferencing or videoconferencing. (*June, 2013*)

### **Recognition Dinner**

CORFA will host an annual recognition dinner for members who participate on CORFA or CORFA/COTR Committees.

### **Other Meals**

CORFA will pay for non-alcoholic beverages, snacks, and applicable meals for Bargaining Committee members during bargaining weeks and preparation. Expenses shall not exceed the current FPSE per diem rates. Other CORFA committees may ask the Executive to have food provided at their meetings. The CORFA Executive will approve on a case-by-case basis.

### **Door prizes, etc. for CORFA functions**

If door prizes or other similar items are approved for CORFA functions, CORFA will pay for these out of union funds. CORFA will not solicit donations. (*May, 2014*)

### **Special Events**

**CORFA may purchase one drink ticket for participating members at a special function that includes a “Wine and Cheese” component. Examples of these events may include Conversation Cafes, joint events with other College groups, or other member engagement activities.**

(*April, 2016*)

## 4. Travel and Accommodation

CORFA members be reimbursed for:

- travel only when participating in activities related to CORFA business at campuses other than where they work, **AND**
- accommodation only when participating in activities related to CORFA business outside the hours of 8am to 5pm, Monday to Friday at campuses other than where they work.

*(January 2011)*

### Travel

CORFA will pay mileage to Bargaining Committee members or Stewards who work at a campus other than Cranbrook to travel to meetings in Cranbrook.

CORFA will pay mileage to any CORFA members working at another campus to attend General Meetings in Cranbrook.

### Accommodation

CORFA will pay for accommodation for committee members who work at a campus other than Cranbrook only when bargaining or meetings held in Cranbrook are scheduled outside the hours of 8am to 5pm, Monday to Friday.

### Travel and Per Diem

**CORFA will reimburse members following the same per diem and auto rates as FPSE.**

**Rates as of April 2016 – subject to change.**

- **Breakfast \$12; Lunch \$17; Dinner \$27**
- **Incidental \$10 per day**
- **Auto 54¢per kilometer**

*(April, 2016)*

## 5. Photocopying

Photocopying charged to the CORFA account through College of the Rockies to be paid. This budget line should be increased for bargaining years.

## 6. Donations, Scholarships and Bursaries

### Annual Donations (in Budget)

**COTR Kids on Campus Daycare \$2000**

**EKDLC Labour Day Picnic \$100**

### Scholarships and Bursaries

Two Scholarships of \$1500 each annually = \$3000

Two Bursaries of \$750 each annually = \$1500

**One scholarship of \$500 annually to a CORFA family member = \$500** *(April, 2016)*

April 24, 2016

## **Other Donations**

CORFA will provide 10 (ten) percent of its prior year's Interest and Dividends Revenue to the Donations Fund. This fund is established to enhance educational activities and/or to enhance the profile of CORFA. The Donations Fund is not intended to serve the personal interests of CORFA members, nor is it intended to duplicate other funding sources.

Donations from this fund are to benefit the College community, both internal and external. Donations may include, but are not limited to:

- Program activities/competitions for students
- Group student educational events (COTR students must be directly involved)
- District Labour Council events

In the case of proposed projects, donations may be pledged but not donated until the project is underway.

Donations will be to a maximum of \$300 per event.

CORFA will donate a pen, or a similar item, for each conference participant at a College of the Rockies hosted conference.

To request a contribution from the Donations Fund, submit an application in writing (by email) to the President of CORFA. The decision to approve/deny the request will be made by the CORFA Executive.

*(Approved, General Meeting June 2009)  
(Updated CORFA AGM, April, 2015)*

## **6. GIFT FUND (Updated by the three groups April 2015)**

The College of the Rockies Employee Group Gift Fund will recognize regular employees, term employees that have over one year of continuous service and employees that have had at least one term assignment and 12 months of service for the occasions listed below on behalf of all employee groups within the College.

Group gift recognition will be funded and administered through the College's three employee groups:

- CUPE Local 2773
- College of the Rockies Faculty Association (CORFA)
- Management Group

On March 31 of each year a reconciliation of the years expenses will be done and based on the number of employees within each group the expenses for the year will be pro-rated amongst the "employee groups".

April 24, 2016

The department and employee group of which the gift recipient is a member will initiate the purchase of the gift and will submit the invoice to their group gift fund representative for payment or reimbursement.

The following guidelines will assist all departments and employee in defining appropriate occasions and donation levels (*subject to review*):

Funerals - **Up to \$150.00 for an employee's funeral** and **\$75.00** per employee for the following family members: parents, spouse (including common-law), common-law children, common-law parents-in-law, brother, sister, child, step-child, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household. Cards only for other family members.

Marriage of Staff Members - Up to **\$75.00**

Hospitalization of Staff Members and or off **6 working days** - **Up to \$75.00**

Babies of Staff Members - **Up to \$75.00**

Farewell of Staff Members – **Once an employee's status has changed to "permanent disability" we will purchase a farewell gift for them.** (Updated CORFA AGM, April, 2015)

Over 1 to 3 years of service	<b>\$100.00</b>
3+ to 8 years of service	<b>\$160.00</b>
8+ to 13 years of service	<b>\$300.00</b>
13+ to 20 years of service	<b>\$400.00</b>
20+ years of service	<b>\$500.00</b>

*Gifts are for the deaths of the following family members: parents, spouse (including common-law), common law children, common law parents-in-law, brother, sister, child, step-child, grandparent, parents-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household.*

*(Updated CORFA AGM, April, 2015)*

*Once an employee's status has changed to "permanent disability", we will purchase a farewell gift for them.*

*(Updated CORFA AGM, April, 2015)*

## **Executive "Thank You" Gifts**

For outgoing Executive members:

President: \$100 per year up to a max of \$500

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VP Bargaining: \$50 per year up to a max of \$250

VP Steward: \$75 per year up to a max of \$375

All other positions: Regardless of years on executive, \$100 when someone leaves with 2 or more years, but not every time they change hats.

Bargaining Team Members – \$100 per bargaining team member when a new collective agreement is achieved.

## 7. Credit Card/Gift Cards

### Credit Card

A motion was passed at the December 2010 General Meeting for CORFA to obtain a credit card with \$1000 limit. However, a credit card for CORFA in general was not available, individual names would be required for cards. The CORFA Executive decided this would not meet the needs intended by the above motion.

### Gift Cards

CORFA will purchase \$500 in gift cards to be replenished as needed. These cards can be used for purchasing gifts for CORFA members, as per the above policy, so the individual does not have to be out of pocket (*January 2011*).

## 8. Union Education

Amount: CORFA will budget \$5000 annually for Union Education.

Purpose: The purpose of the fund is to help CORFA members access education relevant to their union work. Education topics may include, but are not limited to: helping members with grievances, providing advocacy for members, bargaining skills, facing management, dealing with member-to-member conflict, etc.

Union education activities should ultimately provide a benefit to the Association.

Sample Activities: CLC Winter School, CAUT courses, FPSE conferences or courses, local Labour Council training or courses.

Eligible Expenses:

- Travel Expenses
- Registration or Conference Fees
- Replacement costs if the faculty member needs release time
- Other expenses will be considered on a case-by-case basis



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Process The faculty member will submit a written proposal containing both the rationale for seeking the education, and an estimate of the total costs.

If appropriate, the faculty member will first seek other union funding sources, such as sponsorship by FPSE.

The application will be approved or denied by the CORFA Executive. Applications will be approved by a simple majority of votes cast.

If the applicant is a member of the Executive, that person will declare a conflict and excuse themselves from both the discussion and the vote.

Applications may be dealt with by an electronic vote, if time is an issue.

*(February 2016)*

**If funding is approved, and after the event, the member must provide a written report to the CORFA Executive.**

*(April, 2016)*

## 9. CORFA Conflict of Interest Guidelines

This Guideline applies to all CORFA members at all CORFA Executive, General, or Committee meetings, or any other meeting where a member is representing CORFA.

A conflict of interest arises when a CORFA member's private interests supersede or compete with the interests of the Association. It is a situation that has the potential to undermine the impartiality of a person. It can occur when a person has a personal interest or stake in the outcome of a decision.

CORFA members have an obligation to declare a conflict of interest, real or potential, prior to discussion or decision of an issue.

A real conflict of interest exists if the CORFA member exercises an official power or performs an official duty or function, knowing that in doing this, there is the opportunity to further a private interest.

A potential conflict of interest exists when there is reasonable apprehension, which reasonably well-informed persons could properly have, that a real conflict of interest exists on the part of a member. The Executive will determine by a two-thirds majority vote whether or not a conflict of interest exists. Members perceived to be in a conflict will refrain from voting on this.

In general, voting on matters which have an effect on a broad group by a member of that group is not considered a conflict of interest.

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If a member declares a conflict, that person must absent themselves from the discussion and voting on that particular matter.

If the conflict is discovered after the decision has already been made, then Executive will decide whether or not the member's involvement influenced the decision. If it is decided the conflict influenced the decision, the Executive will reconsider the decision and confirm, rescind, or vary it.

If the Executive finds a member has failed to declare a conflict, it may either issue a letter of reprimand or accept the member's letter of resignation from the Executive.

A copy of the letter of reprimand would be placed in a sealed envelope and be kept for two years in a locked cabinet in the CORFA Office. If there were no further incidents, the President, in the presence of another member of the Executive, would destroy the sealed envelope after the two years have passed.

*( April 2016)*

## **10. College of the Rockies Faculty Association (CORFA) Harassment Policy**

College of the Rockies (CORFA) upholds the rights of members to participate fully in functions of the organization in an atmosphere of mutual respect, cooperation and understanding.

CORFA, therefore, upholds the rights of all members to mutual respect, dignity, and freedom from discrimination and harassment of any kind during all CORFA functions.

Any conduct undermining these rights also undermines the purposes and goals of our organization.

It is the policy of CORFA to oppose any disrespectful personal conduct, discrimination or harassment on the basis of sex, age, race, colour, religious affiliation, national or ethnic origin, sexual orientation, physical or mental disability, political belief, marital or family status, or socio-economic circumstance.

The purpose of this statement is to make it clear discrimination, harassment, or disrespectful conduct will not be tolerated at CORFA events. Behaviour undermining any individual's dignity or self-esteem or creating an intimidating, hostile, or offensive environment will not be condoned or tolerated.

Harassment may include comments or conduct that is known or ought reasonably to be known to be unwelcome. It is the reasonably foreseeable impact of the comment or action on the victim, and not the intent of the person making the comment or taking the action, that matters.

One incident or a series of incidents may constitute harassment.

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If you experience harassment or discrimination, please raise your concern by contacting any CORFA Executive member.

That Executive member, with the assistance of the VP, Stewards if required, will investigate and try to resolve the problem. They may take whatever action is required to correct the situation, including asking the harasser be removed from the CORFA event.

Confidentiality will be respected throughout the process.

(April, 2016)

## 11. Job Action Policy

(Revised April, 2013)

1. College of the Rockies Faculty Association members are expected to honour any legitimate picket line of a trade union at any of our places of work unless relieved of this obligation by the Executive of the Faculty Association.
2. All CORFA members have the right to refuse to cross a picket line which has not been declared illegal by a court or the Labour Relations Board, which arises out of a dispute as defined in the *Labour Relations Code*. As per our Collective Agreement, Article 3.13:

An employee who chooses not to cross a legal picket line as outlined by the Labour Relations Code, shall not be subject to disciplinary action by the College. However, the employee shall forfeit pay and benefits for the length of time during which he/she is absent from duty.

3. The College shall maintain benefit plan coverage where employees are not actively working by reason for any strike or lockout affecting the College. The College will invoice CORFA for the cost of benefits while employees are not working during job action.
4. A strike involving CORFA or involving another union at College of the Rockies will shut down faculty participation in all College operations at all sites, including: all classes at any College campus, weekend classes, all online or other forms of distributed learning, workshops, any form of professional development, meetings, gymnasium activities, Class Act dining, playgroups, practicums, sporting events and/or special events. Faculty should not participate in any College business, on or off site, during job action.
5. CORFA will provide strike pay to members who are currently employed\* at COTR.

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The rate of PAY WILL BE \$100 per day per member to a maximum of \$500 per week to members of the Association who *fulfill picket duties*, while funds are available.

In the event a CORFA member is also a member of CUPE Local 2773 and the strike or lockout is between the College and CUPE, then CORFA will top up the CUPE strike pay to the CORFA strike pay amount for these members who fulfill picket duties.

6. In the event of a strike or lockout, CORFA will apply to the FPSE Strike/Lockout Defense Fund. This fund pays \$60 per FTE per day starting on the 4th full day of strike/lockout.
7. In the event of a strike/lockout, the President of the Faculty Association shall be the official spokesperson. All questions concerning CORFA's participation in the job action shall be referred to the spokesperson. The spokesperson will provide information sheets to members.
8. In the event of a strike/lock out, the Preparedness Committee is charged with appointing Strike and Picket Captains, coordinating picket duty, and making all the necessary support for faculty members during picket duty.

\*Note: "Currently employed" means:

- all current Regular faculty members;
- Regular Sessional faculty members whose session includes the date(s) of the Job Action;
- Term faculty members whose Term includes the date(s) of the Job Action;
- Auxiliary faculty members who have worked within thirty (30) days of the date(s) of the Job Action

Note 2: Faculty who are on approved leave (sick leave, maternity leave, etc.) do not lose pay if job action occurs while they are on leave. Therefore, these members are not eligible for picket pay.

## 12. CORFA Equity Policy

(April, 2013)

### Guiding Principles

CORFA defines **equity** as the equal treatment and access of all CORFA members and the removal of any and all barriers that may prevent inclusiveness, equality, diversity, and accessibility.

CORFA defines **diversity** as celebrating the presence and participation of people who differ by background and circumstances including, but not limited to, those of age, colour, ethnicity, gender, gender identity or expression, national origin, race, religion, sexual orientation, mental and physical abilities and socio-economic background.

CORFA defines **inclusiveness** as encompassing diversity and as being based on the principles of acceptance of differences and inclusion of all.

- CORFA will promote equity in all policies, guidelines and operating practices of CORFA.
- CORFA will strive toward and be committed to creating a climate of understanding, acceptance, and mutual respect in the workplace and in the classroom.
- CORFA will provide leadership through the actions of identifying and eliminating any systemic or adverse effect policies and practices of CORFA that are discriminatory.
- CORFA will recognize, support and promote activities and initiatives of CORFA committees (including but not limited to Human Rights and Status of Women committees) that foster the principles of equity, diversity, and inclusiveness.
- CORFA will encourage faculty to maintain and promote workplace and classroom environments that are free of discrimination and harassment and any other barriers that may inhibit the goals of equity and diversity.
- In honouring diversity, CORFA will encourage full participation of all members and grant equal access to all members in seeking representation on CORFA committees and executive.

## **13. DEPENDENT CARE POLICY (Child/Elder/Disabled)**

(April, 2013)

### **1. Objective:**

The objective of this policy is to remove the barriers which prevent members from attending/participating fully in Union meetings/activities. In order to ensure quality child/dependent care, CORFA will reimburse for expenses incurred for care.

### **2. Definitions:**

#### **2.1 Child**

For the purposes of this policy, a child is a minor 12 years of age and under who resides permanently with a member or under his/her care temporarily.

#### **2.2 Dependent**

For the purposes of this policy, a dependent shall be defined as a person who is permanently residing with a member, and who is either: disabled/incapacitated, aged and/or infirm. The dependents are:

- Union member's spouse (married, common law or same-sex partner)
- Parent, step-parent or foster parent of the Union member or the Union member's spouse.
- A child, step-child or foster child of the Union member or Union member's spouse.
- A grandparent, step-grandparent, grandchild or step-grandchild of the Union member or of the Union member's spouse.
- The spouse of a child of the Union member.
- The Union member's brother or sister.
- A relative of the employee who is dependent on the employee for care or assistance.

### **3. Provision of Care:**

Provision for child and dependent care shall be the responsibility of the Union member.

**4. Eligibility Requirements:**

For dependent care, in order to qualify for reimbursement, a Doctor's certificate or any other requested documentation deemed appropriate by CORFA will have to be provided by the member. This is required only once at the first reimbursement.

**5. Funding:**

Reimbursement will be paid on submission of CORFA Child/dependent care Reimbursement form for reasonable expenses incurred when a member must obtain care for a child/dependent because of absence due to attendance/participation in a Union activity/meeting.

(see next page for form)

**Child / Dependent Care Reimbursement Form**

DATE: \_\_\_\_\_

To: CORFA Treasurer

*Please issue a Cheque to: (Name & Address)*

[Empty box for Name & Address]

Meeting or Activity Type: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Child Care

Dependent Care

Office Use only:  
If dependent care, documentation on file?  
 Yes  No

Name of Caregiver: \_\_\_\_\_

Amount Paid for Services: \_\_\_\_\_

Caregiver's Signature: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

*Requisitioned by:*  
\_\_\_\_\_

*Approved by:*  
\_\_\_\_\_

\$ [Amount Box]