



OCFA Handbook

2/15/2023

*An asterisk indicates sections may require yearly updating

WELCOME TO THE OCFA

Hello, and welcome to the Okanagan College Faculty Association.

We have prepared this booklet to provide you with essential information about the OCFA and to help answer any preliminary questions you may have about the conditions of your employment as well as to indicate what resources the OCFA has to assist you.

As many faculty are new to the province and/or new to a unionized work environment, we have provided a brief overview of where OC fits in the post-secondary sector in BC as well as what resources are available to you.

Contents

WELCOME TO THE OCFA	i
THE OCFA STRUCTURE	1
Figure 1. OCFA Organizational Chart.....	1
<i>The Executive Committee</i>	2
<i>Association Council</i>	2
<i>Grievance Committee (Campus Stewards)</i>	3
<i>Negotiations Committee</i>	3
<i>Investment Standing Committee</i>	3
<i>Human Rights & International Solidarity Standing Committee</i>	3
UNION HISTORY – OC to OUC to OC	3
FEDERATION OF POST-SECONDARY EDUCATORS (FPSE)	4
<i>FPSE Standing Committees</i>	5
<i>FPSE's other affiliations that benefit the OCFA</i>	2
WAYS TO STAY CONNECTED	2
<i>General Meetings</i>	2
<i>Campus Socials</i>	2
<i>Other Events</i>	2
<i>The Update and Other Communications</i>	3
Table 1. Websites.....	3
OTHER WAYS TO STAY INVOLVED	3
A GUIDE TO YOUR COLLECTIVE AGREEMENT	4
Figure 2. OCFA Collective Agreement.....	4
<i>Your Contract With OC</i>	4
Appointment Category and Percentage.....	4
Continuing positions.....	4
Term positions.....	4
Salary	5
Campus Assignment.....	5
RIGHT OF ACCRUAL AND CONVERSION	6
Table 2. Checklist for Eligibility for acquiring right of accrual.....	6
ROLES AND RESPONSIBILITIES	7
YOUR WORKLOAD AT OC	8
<i>Teaching Load Units of Instructional Faculty (TLUs)</i>	8
<i>Workload Maxima</i>	9
Instructional Workload.....	9
Table 3. Checklist of various instructional faculty workload maxima.....	9
Non-Instructional Workload.....	9
Table 4. Checklist of various non-instructional faculty workload maxima.....	9
SPECIAL WORK	10
<i>Summer Session</i>	10
<i>Distance Education</i>	10
<i>Special Courses</i>	10
EVALUATIONS	11

Formative Teaching Evaluations..... 11
Summative Evaluations 11
Annual Reports 11
SENIORITY **12**
Continuing Faculty..... 12
Term Faculty..... ~~12~~ **12**

The Executive Committee

<https://www.okanagan.bc.ca/okanagan-college-faculty-association>

The Executive is comprised of five faculty members and meets approximately every two weeks to enact decisions made by the Association Council and to represent the best interests of the membership in all dealings with College management, the Board of Governors, FPSE, and the general public. Members of the Executive regularly meet with representatives from OC to discuss a broad range of matters of significance to our members and serve also as the voice of the Association. The Executive Committee regularly reports out to the membership about all of its activities through email notifications and our newsletter, , as well as at General Meetings.

The five Executive positions are: President, First Vice-President (Chief Steward and Chair of the Grievance Committee), Second Vice- President (Chair of the Negotiations Committee), Secretary, and Treasurer. Visit our

By the 1970s, a number of local faculty associations began making the case for establishing an organization that could become the provincial voice for faculty in BC. Embedded in this view was the idea that by forming a provincial organization that included representation from local faculty associations, the capacity to lobby government more effectively would increase and the ability to share and coordinate local bargaining and labour relations strategies would also be strengthened.

The first iteration of the provincial organization was called the College Faculties Federation of BC (CFF). It had seven local faculty associations in its ranks, one of which was Okanagan College, and, in fact, its first president was from the OCFA. In 1980, CFF was dissolved and in its place the College Institutes Educators' Association (CIEA) was formed. At the 2004 AGM, CIEA changed its name to the Federation of Post-Secondary Educators (FPSE) to more accurately reflect its growing and evolving membership. FPSE is now the voice of over 10,000 faculty and staff at twenty BC universities, colleges, institutes, and private sector institutions.

FEDERATION OF POST-SECONDARY EDUCATORS (FPSE)

FPSE Standing Committees

One of the important ways that FPSE is able to gather the input of member locals on current and emerging issues in post-secondary education is through its network of Standing Committees. Each Committee is comprised of one member from each Local: at OC this service is typically done by a member of the OCFA Association Council. Committees recommend policy and provide advice to Presidents' Council, the governing body of FPSE, where you are represented by the current OCFA President. As well, Standing Committees can also draft resolutions that become policy for the organization.

Bargaining Coordination Committee (BCC)

BCC works to improve the economic and professional welfare of the members through bargaining by facilitating the exchange of information on these matters among members and by providing assistance in the collective bargaining process. Collective action is necessary to maintain and improve the economic standing, professional rights, and working

WAYS TO STAY CONNECTED

General Meetings

<https://www.okanagan.bc.ca/okanagan-college-faculty-association>

Most of our members would agree that our General Meetings constitute one of the real bonuses of OCFA membership. Three times a year, our membership meets for drinks and dinner in the KLO cafeteria followed by a meeting at which we make key decisions together about our organization's policies, priorities, and directions for the future. It is at these meetings that the membership provides invaluable direction to Council and the Executive about what it ought to be doing (or doing differently), and is regularly a forum for lively debate. Virtually all significant decisions made by the OCFA are derived from, and need to be approved at, these meetings, so they are indispensable to our organization. As such, in order to ensure a necessarily robust level of democratic participation from the membership, we provide the lure of an open bar and a wonderful buffet dinner, and therefore routinely attract levels of attendance much higher than any other college in the sector.

In short, plan to attend all three of the General Meetings. The first of these, our Fall General Meeting, takes place in September/October. The Winter General Meeting happens in December/January. The Annual General Meeting, which is when we also hold our elections for all Executive, Council, and Grievance Committee positions, takes place between April 15th and May 15th. You'll be contacted by the President well ahead of each meeting with specific dates, the agenda, and so forth.

Campus Socials

<https://www.okanagan.bc.ca/okanagan-college-faculty-association>

If you are a new OCFA member, your first personal contact with the OCFA will likely be at one of our always popular campus socials. Near the beginning of each academic year (particular dates TBA), members of the Executive Committee and Association Council travel to each of the four OC regions for a social which is organized by that campus's Community Representative. These informal drop-in events are open to all OCFA members and provide a great opportunity for you to meet your new colleagues (or reconnect with old ones after the summer), and have a chat with your OCFA representatives. Food, drinks, and taxi vouchers are provided, so be sure to take the time to come out and meet the folks who will be working on your behalf in the year ahead.

Other Events

The OCFA regularly organizes or s

messages alerting you to these events from the President, check out the latest issue of The Update, or talk to one of your OCFA representatives about what we're up to and how you can get more involved.

The Update and Other Communications

<https://www.okanagan.bc.ca/okanagan-college-faculty-association>

The Update is OCFA's newsletter to members. It is usually published two to three times annually. The Update contains reports from members of Council and the Executive as well as letters to the editor from OCFA members. Published digitally in PDF format, issues are distributed by e-mail and via this website. We welcome input in the form of articles and suggestions. Archived additions are available at the web-link.

Periodic emails will come to the members from the union president and other members of the Council. Please ensure your chairs have forwarded your contact information because there is sometimes a lag between your hiring and that contact information getting to the union.

Another good resource will be.005 /3otr dcesobs-397(d)-nurc aus

A GUIDE TO YOUR COLLECTIVE AGREEMENT

<https://www.okanagan.bc.ca/okanagan-college-faculty-association>

The Collective Agreement is a complex and legalistic document that has bargaining history and

Workload Maxima

The following checklists are to help you in assessing your workloads.

Instructional Workload

ARTICLE 19 LOCAL AGREEMENT

TABLE 3. CHECKLIST OF VARIOUS INSTRUCTIONAL FACULTY WORKLOAD MAXIMA.

	Criteria	Maximum
	Annual teaching load	Cannot exceed 8 <i>TLUs</i> over the two semesters.
	Semester workload limit	Cannot exceed 4.5 <i>TLUs</i> and when it exceeds 4 <i>TLUs</i> it cannot exceed 18 hours per week. There should be a span of 12 hours between the end of a work day and the start of the next. Cannot include more than one course beginning before 8:00 am or ending after 6:30 pm.

EVALUATIONS

ARTICLE 22 LOCAL AGREEMENT

The evaluation process at OC currently consists of three parts:

1. Formative teaching evaluations
2. Summative evaluations
3. Annual reports.

Formative Teaching Evaluations

SENIORITY

ARTICLE 34.7 LOCAL AGREEMENT

Continuing Faculty

Seniority for continuing faculty members comes into play in relation to the right of first refusal for Summer Session and DE work and in relation to the almost impossible case of layoffs due to financial exigency.

Seniority is determined from the date of appointment to a continuing position.

In the case of a tie, seniority is determined by total weighted accumulated service at OC.

In the case of a further tie, seniority is determined by the toss of a coin.

Term Faculty

Seniority for term members is important in relation to conversion to a continuing appointment. If more than one term member with right of accrual is eligible for the same continuing appointment, the one with the greatest seniority will be offered the position.

Seniority is determined from the start date of the first term appointment after gaining right of accrual, which is deemed September 1st (for Fall hires) or January 1st (for Winter hires). In the case of a tie, the faculty member with the greatest number of accrued *TLUs* or non-instructional hours will be considered to have seniority. In the case of a further tie, seniority is determined by the toss of a coin.

PROBATION

ARTICLE 16 LOCAL AGREEMENT

BENEFITS, SICK LEAVE, MATERNITY & OTHER LEAVES

ARTICLE 39, 45, 46, & 47 LOCAL AGREEMENT

Benefits

ARTICLE 39 LOCAL AGREEMENT

Full-time continuing faculty and full-time term faculty on appointments greater than five calendar months in duration are eligible for benefits. OC pays the premiums in full. The benefit plan includes full medical, extended health, and dental benefits as well as group life insurance and long-term disability.

Part-time continuing faculty will have a portion of their benefit premiums covered by OC, consistent with their appointment percentage. These faculty may opt in to full benefits by paying the portion of the premium not covered by OC. Alternatively, they may opt to receive 4% of their salaries in lieu of benefits. Part-time term faculty receive 4% of their salaries in lieu of benefits.

Sick Leave

ARTICLE 45, 46, & 47 LOCAL AGREEMENT

Faculty accumulate sick days on a pro-rata basis (see Article 45 local). When you claim sick days, they are deducted from your accumulated total. Typically, you will not be asked to produce a doctor's note until you are away for ten days or more. You may also use your accumulated sick days to care for sick family members which can be combined with Compassionate or Family Illness Leave (Article 47.6 local).

If you do not have enough sick days to cover your illness, other faculty may donate sick days to you or you may borrow against your future sick leave credits. If you find yourself in this situation, please ensure you contact the OCFA as the union coordinates the donations for your coverage.

Maternity and Parental Leave

ARTICLE 46 LOCAL AGREEMENT, ARTICLE 8 COMMON AGREEMENT

Both continuing and term faculty are entitled to maternity or parental leave (Article 46 local). For continuing faculty, the leave is for 78 weeks; for term faculty members, the leave is for the duration of the term appointment you would have had if you had not gone on leave.

A supplemental employment benefit plan accompanies both maternity and parental leave. This means that you will receive a supplemental payment added to your employment insurance (a top-up). Your benefits will also continue during your leave. If you wish, you may take a leave of absence without pay for up to twelve additional months following maternity or parental leave.

Other Leaves Available

ARTICLE 47 LOCAL AGREEMENT

General Leave: an unpaid leave yo.8(e)-34.3(av)-1m(L)Tj-0.Tc 0 Tw 10.44 -08(e)-3AALd8.64 -0 3AApl26.2(l)-9.9(eavTc -

PROFESSIONAL DEVELOPMENT (PD) AND OTHER FUNDS

ARTICLE 23, 24, 26, & 28 LOCAL AGREEMENT, ARTICLE 16 COMMON AGREEMENT

A number of funds are available for professional development, and scholarly and creative activity. The full guidelines for each fund can be found on [MyOkanagan](#).

Professional Development (PD)

ARTICLE 23 LOCAL AGREEMENT, ARTICLE 16 COMMON AGREEMENT *An asterisk indicates may require yearly updating

Under the terms of our local collective agreement each continuing faculty member is eligible for \$2000 over a two-year period for professional development activities. Under the terms of the common agreement, continuing faculty are eligible for an additional \$1500 over a two-year period. It is important to note that all faculty are on the same two-year cycle*: April 01 2020 – March 31 2022, April 01 2022 – March 31 2024, and so on.

OC/OCFA Collective Agreement Professional Development Fund

ARTICLE 23 LOCAL

- a) The maximum grant for continuing employees over a two-year fiscal period commencing April 1, 2019* shall be \$2,000* per employee.
- b) Maximum grants for term employees over a one-year period (September 1 – August 31) are determined on a pro-rata basis related to the employee's current annual workload assignment, as calculated at the time of application (\$125* per each *TLU* for instructional employees and the percentage of full-time equivalent workload for non-instructional employees), to a maximum of \$1,000 per year.

Faculty Common Professional Development Fund (Article 16 Common):

ARTICLE 16 COMMON AGREEMENT

- a) The maximum grant for continuing employees over a two-year fiscal period commencing April 1, 2019* shall be \$1,500* per employee.
- b) Maximum grants for term employees over a one-year period (September 1 – August 31) are determined on a pro-rata basis related to the employee's current annual workload assignment, as calculated at the time of application (\$93.75* per each *TLU* for instructional employees and the percentage of full-time equivalent workload (1519 hours) for non-instructional employees), to a maximum of \$750

