

## HUMAN RESOURCES

<b>Subject</b>	<b>NON-</b> (formerly titled "10.16 Subbing – Vocational Instructors")
<b>Procedure Section</b>	<b>7 Workload and Work Schedule</b>
<b>No.</b>	7.06
<b>Exempt Employment Policy References</b>	Not Applicable
<b>Collective Agreement References</b>	Vocational Article 8 (Appointment Categories)
<b>Forms &amp; Other Reference Material</b>	
<b>Status of Approval</b>	Approved 16-May-2013 Chris Rawson

### **PREAMBLE:**

The collective agreement between the College and the BCGEU Vocational Instructors provides the following appointment categories: regular and non-regular. Where the department requires employees for periodic or on-call work, these instructors will be hired on "non-regular substitute" appointments

### **PROCEDURE:**

1. A department may wish to post/advertise for "non-regular substitute" Vocational instructors from time to time in order to develop an "on-call" list of active and potential substitutes. The selection process described in Article 11 should be followed.
2. A department who requires a "non-regular substitute" outside of the posting process can hire under the "under 6 months duration provision" of Article 11(c).
3. Vocational Instructors hired on a "non-regular substitute" basis are given a non-regular appointment which remains in effect provided the instructor receives a subbing assignment during each College year (July 1 to June 30). If no subbing assignment is received for a period of 36 weeks, the appointment becomes null and void and a new "non-regular substitute" appointment must be initiated if the instructor is rehired at a future date.
4. After the non-regular appointment is in place, timesheets must be submitted bi-weekly to Payroll for any hours worked by a Vocational Instructor hired as a non-regular substitute.
5. When the duration of a single "non-regular substitute" appointment extends to a period of ten consecutive working days or more, a separate "non-regular full or part-time" appointment contract should be issued for the purpose of "Right of First Refusal" and to determine eligibility for Curriculum Development / Professional Development days and sick leave.