



# Policy Manual

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**Policy: Communication with Members**

Date of Implementation: October 2016

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**PURPOSE:**

The purpose of this policy is to clarify the means in which the UNBC-FA uses their communication resources.

The UNBC-FA uses a variety of communication resources to provide members with general information related to the official business and activities of the Faculty Association.

The UNBC-FA does not use communication resources to publicize events or information more properly supported directly by the Employer, individual research or creative activities, non-UNBC-FA services, or opinions contrary to the mandate and purpose of the Association. The UNBC-FA also does not use its communication to endorse organizations of which it is not a member.

**SCOPE:**

**Email Distribution List**

The UNBC-FA staff will maintain an email distribution list of all active members in good standing. Through this list, the UNBC-FA communicates information to members about the business and activities of the Association. The email distribution list is not to be used to communicate privileged information nor is it available to post communications directed by individual Members. The Executive Director and President are authorized to post messages to the email distribution list.

**Website & Social Media**

The UNBC-FA uses a website maintained by staff of the Association to post official and unprivileged documents, reports, agreements, and information about the elected officials of the Executive Committee, as well as business and activities of the Association. The UNBC-FA also uses its website as a source of communication with its members during job action. The Executive Committee authorizes the content posted on the UNBC-FA website and the President authorizes communication posted on Social Media.

**Newsletter**

The primary intent of the newsletter is to communicate to members and the academic community on UNBC-FA activities and perspectives from the Executive Committee on current issues. It provides: a means for the exchange of ideas, views, and issues relevant to the Association and its members; the members with information relevant to the operations of the Association; and, a documentary record of

matters pertaining to the Association. The Executive Director is responsible for the distribution of the Newsletter. The President is responsible to authorize the content of any Newsletter prior to its distribution and may choose to seek the direction of the Executive Committee.

#### **Hard-copy Mailings**

Hard-copy mailings may be used at the discretion of the Executive Committee to communicate unprivileged information to Members about the business and activities of the Association, and the university.

#### **External Media**

When it is deemed appropriate, President may choose to appoint an external media representative to co-ordinate external media relations during collective bargaining or any other time of conflict or celebration. If there is no appointed representative, all media correspondence will be handled by the President or delegated to Vice President in the President's absence.

#### **AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

#### **RESPONSIBILITY:**

Ensuring communication standards are followed is the responsibility of the Executive Director and the Executive Committee. Changes to this policy shall be implemented only upon approval of the Executive Committee.



**Policy: Conflict of Interest**

Date of Implementation: October 2016

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**PURPOSE:**

The purpose of this policy is to provide guidance in identifying and handling potential and actual conflicts of interest that may arise with or between members in the course of conducting administration and business activities of the Association. The Association is committed to the highest levels of integrity. Members and staff of the Association are expected to conduct their relationships with each other and outside organizations with objectivity and honesty. In most instances, conflicts of interest can be avoided by exercising reasonable judgment. Members and staff of the Association are obligated to avoid and disclose ethical, legal, financial, or other conflicts of interest involving the Association and its administration and business activities, and remove themselves from a position of decision-making authority with respect to any conflict situation.

**SCOPE:**

In any matter in which a member or staff member is or may be in a conflict of interest between their duties and responsibilities, including financial or personal interests and/or those of any person with whom they have a close relationship, the individual is required to disclose the potential conflict to the President of the Faculty Association. The individual in conflict shall normally absent themselves from any decision or participation in discussions that are related to the conflict, or else shall abide by the President's direction. If the matter involves the President, the President or individual in conflict shall disclose the matter to the Vice President and shall abide by the Vice President's direction.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Establishing and maintaining standards and procedures for addressing conflicts of interest is the responsibility of the Executive Committee.



**Policy: Donations, Sponsorships and Gifting**

Date of Implementation: October 2016

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**PURPOSE:**

The purpose of this policy is to provide a framework for the UNBC-FA to give gifts, donations or sponsorships to members or external academic organizations.

**SCOPE:**

- The UNBC-FA will receive applications from its members for monetary contributions to events that support the purposes of the Association as outlined in the UNBC-FA Constitution, or for such activities as conferences, symposiums, guest speakers, and professional development of members where the activities relate to business of the Association.
- The Executive Committee will budget funds annually to support the CAUT Academic Freedom Fund.
- The Executive Committee will consider applications for other events or activities on an ad hoc basis based on available funds generally anticipated from operational surpluses. Ad hoc requests must be submitted to the Executive Committee on the *Donations and Sponsorship Request Form*.
- The UNBC-FA will, from time to time, purchase gifts or flowers to mark occasions such as a funeral or convalescence, when pertaining to present or past members of the UNBC-FA. Such monetary gifts shall be conditional on available funds at the time of purchase.
- It is understood that there may not be any funds available for gifts or donations in any given year.

**AUTHORITY:**

- The final decision on donations and/or gifts rests with the UNBC-FA Executive Committee.
- Donations and/or gifts will be authorized by motion by the UNBC-FA Executive Committee.
- The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

The Treasurer will ensure compliance of this policy when preparing annual budgets for the UNBC-FA and that funds are available to support requests approved by the Executive Committee.



Donation/Sponsorship Request Form

Please complete and submit this form to:

UNBC Faculty Association  
Rm 3084 Administration Building  
3333 University Way  
Prince George, BC V2N 4Y9

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

How will this donation/sponsorship be used: \_\_\_\_\_

\_\_\_\_\_

Please provide any information you would like us to know about your request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of their knowledge; and b) funds will be used for the purpose outlined on this form.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Note: A submitted request does not guarantee a donation. All requests will go before the UNBC-FA Executive Committee for consideration.*





**Policy: Election of CAUT Defence Fund Trustee**  
Date of Implementation: **September 7, 2016**

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**PURPOSE:**

The CAUT Defence Fund dates back to 1978 and is formed of dues-paying unionized associations that are also members of CAUT. The CAUT Defence Fund established a unified strike fund that provides strike benefits to associations while its members are engaged in a strike or lock-out and experiencing loss of salary. The CAUT Defence Fund also offers invaluable support when negotiating a new collective agreement by providing the faculty union with essential political and psychological support. Each faculty union who has been approved for membership in the CAUT Defence Fund appoints a trustee to serve on the Board.

As a condition of membership to the CAUT Defence Fund, the UNBC-FA must elect an individual to represent the UNBC-FA on the Defence Fund Board of Trustees. The individual elected is referred to as a 'Defence Fund Trustee'. Following election of the Defence Fund Trustee, the Executive Committee must pass a motion appointing the individual as the UNBC-FA's proxy holder.

**SCOPE:**

Term of appointment: Two years commencing in October.

The Defence Fund Trustee has fiduciary responsibilities to ensure that monies are used solely to meet the objectives and purposes of the Defence Fund.

The Defence Fund Trustee represents the views and interests of the UNBC-FA.

**Duties and Responsibilities:**

1. Attend and participate in the Defence Fund annual meeting
  - normally held the 3<sup>rd</sup> weekend in October in either Toronto or Montreal
  - eligible travel expenses are reimbursed by the Defence Fund
2. Participate in ad hoc telephone conference calls
3. Report any meeting regrets to the Defence Fund Secretary
4. Be familiar with Defence Fund:
  - operations, rules, events, procedures
  - finances
5. Ensure sufficient information is exchanged between the UNBC-FA and the Defence Fund

- Report on happenings (strikes, difficult negotiations, other)
  - Present any proposals on behalf of the UNBC-FA to the Defence Fund at the annual meeting
6. Consider sitting on a DF Committee
- Development or review of planning and policies, audits, investments, or elections
7. Liaise between with UNBC-FA and the Defence Fund prior to or during job action
- Request and participate in a Defence Fund conference call
  - Submit a report to the Defence Fund Secretary prior to any Defence Fund conference call
  - Liaise with the Defence Fund flying picket coordinator
    - Suggestion of hotels and restaurants
    - Social gatherings
    - Information bulletin on bargaining issues
8. Support flying pickets events
- Maintain a list of members willing to participate in flying pickets events when called on short notice by the Defence Fund

**ELECTION OF THE DF TRUSTEE:**

The UNBC-FA shall send out a call to the membership for nominations for the Defence Fund Trustee no later than September 1 of an election year.

Only active members of the UNBC-FA in good standing are eligible to be nominated and elected to the Defence Fund Trustee position.

An election shall take place according to the UNBC-FA Constitution.

The results of the election of the Defence Fund Trustee will be announced at the Fall Annual General Meeting.

**AUTHORITY:**

The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Establishing and maintaining appropriate standards for election of the Defence Fund Trustee process is the responsibility of the UNBC -A Executive Committee.



**Policy: Election of Pension Plan Board Trustee**

Date of Implementation: September 7, 2016

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**PURPOSE:**

UNBC offers a pension plan with the purpose of assisting and encouraging employees to plan and save for retirement. The UNBC Pension Plan is a defined contribution or money purchase plan offering a number of investment options. The UNBC Pension Plan is overseen by a Board of eight (8) Pension Plan Trustees, which includes one Faculty Member elected by the Faculty Association Membership who shall serve a maximum term of three (3) years, which term may be renewed to a maximum of three (3) terms.

The Pension Plan Board Trustees ensure that the UNBC Pension Plan is properly maintained on behalf of the UNBC employees and is delegated the responsibility for general administration and trusteeship of the plan. As part of their plan governance responsibilities, the Pension Plan Board Trustees hire consultants qualified to ensure that the Pension Plan remains in compliance with all government regulations.

**SCOPE:**

Responsibilities of Pension Plan Board Trustees shall include, but may not be limited to:

- participating in all Pension Plan Board Trustee meetings in person or by conference call;
- considering all aspects of the design, financing, and administration of the Pension Plan;
- keeping true and accurate books of accounts and records;
- arranging for an independent annual audit of the assets of the Pension Plan;
- developing and providing to their agents guidelines and policies reasonably required for the proper administration of the Pension Plan;
- reviewing the investment performance of the Fund and investment choices.

Additional responsibilities of the UNBC-FA Pension Plan Board Trustee include:

- providing information to the Membership at the UNBC-FA Spring General Meeting and Fall Annual General Meeting concerning the operation and performance of the Pension Plan

including a brief synopsis of one of the funds in the Pension Plan for educational purposes to the Membership;

- advising the UNBC-FA Executive Committee on communications to members about provisions of the Pension Plan;
- providing opportunities for Pension Plan members to submit suggestions and comments when significant changes to the Pension Plan provisions are being considered.

Pension Plan Board Trustees must meet four times each calendar year.

The UNBC-FA Pension Plan Board Trustee may resign by giving 30 day's notice in writing to the Board and the UNBC-FA Executive Director.

**ELECTION OF THE PENSION PLAN TRUSTEE:**

The UNBC-FA Executive Director shall send out a call to the Membership for nominations for the Pension Plan Board Trustee when the position becomes vacant.

Only active members of the UNBC-FA in good standing are eligible to be nominated and elected to the UNBC Pension Plan Board of Trustees.

An election shall take place in accordance with the UNBC-FA Constitution.

The results of the election of the Pension Plan Board Trustee will be announced at the UNBC-FA Spring General Meeting or Fall Annual General Meeting.

**AUTHORITY:**

The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Establishing and maintaining appropriate standards for election of the Pension Plan Board Trustee process is the responsibility of the UNBC-FA Executive Committee.



**Policy: Faculty Association Lounge Funding Policy**

Date of Implementation: October 2016

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**PURPOSE:**

The Faculty Association Lounge (FAL) is a dedicated space on campus that is allocated for use by all members. To encourage the use of the FAL by members, the Association will provide annual financial support to be used for a limited number of social activities and maintenance of the FAL.

**SCOPE:**

Maintenance of the Faculty Association Lounge

The Association will budget annually \$500 to fund maintenance and upkeep of the FAL. Unspent monies at each fiscal year end will accumulate in a *Faculty Association Lounge Reserve Fund* to a maximum cap in the reserve fund of \$5,000.

Members of the FAL committee requesting maintenance funds from the Association will submit a written request to the Treasurer and obtain pre-approval from the Executive Committee for any expense to be funded by the Association prior to purchase.

Faculty Association Lounge Activities

The Association will annually budget funds to support membership social activities to be held in the FAL. Since it is the intention of the Association to promote frequent use of the Faculty Lounge, unused FAL activity funds will not accumulate from year to year.

Any individual member or member of the UNBC-FA Events Committee can submit written application to the UNBC-FA Office to request funding for a FAL event.

**AUTHORITY:**

The Executive Committee through motion has the authority to approve any request for funds to support maintenance or activities associated with the FAL.

The Treasurer will ensure that the maintenance fund and funding for FAL activities is included in the Association's annual budget.

**RESPONSIBILITY:**

The on-going commitment to support the FAL is the responsibility of the Executive Committee. Changes to this policy shall be implemented only upon approval of the Executive Committee.



**Policy: Faculty Association Lounge: Use, Bookings and Maintenance**

Date of Implementation: **September 2022**

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**PURPOSE:**

The Faculty Association Lounge (FAL) is a dedicated space on campus that is allocated for use by all Members. The Faculty Association will also permit Adjunct Faculty and Post-doctoral Fellows to use the FAL. The FAL can be found in the SE corner of the second floor of the cafeteria and entrance to the FAL requires an active employee ID card. This policy provides guidance for its use, booking, and maintenance.

**USE:**

Members may use the FAL at any time on a drop-in basis. Members may also bring non-members (e.g., graduate students) into the FAL as long as such use does not interfere with the enjoyment of other users. Members are requested to be sensitive to the needs of other users when sharing the FAL on a drop-in basis. Drop-ins are not permitted during times when the FAL is booked for an event (see below).

The Faculty Association may use the FAL for meetings. Such meetings will be booked in the same manner as other bookings and will take priority over drop-ins.

Members may book the FAL for all university-related (“professional”) purposes appropriate to the space. At all times, the member booking the FAL shall be in attendance at the event. Users are responsible for complying with all university policies, including catering policies, and with legal requirements governing the serving of alcohol. The Faculty Association accepts no responsibility for non-FA events booked by members.

At the end of use or of an event, users are responsible for restoring the space to its original configuration and cleanliness and for removing any decorations or materials. Food waste should be disposed of in the cafeteria waste area, since garbage collection in the FAL is infrequent.

Furnishings, equipment and décor are for the FAL use only and must not leave the FAL area.

**BOOKINGS:**

Only a member of the Faculty Association may book the FAL. Bookings are directed to the FA staff member currently responsible for the FAL, who shall maintain a calendar of bookings, post notice of bookings on the FAL door, and ensure that bookers receive a copy of this policy. Individuals booking the

FAL shall specify the proposed use and the number of attendees (FA members/non-members) anticipated.

**MAINTENANCE:**

The Officers of the Association shall appoint a member to be responsible for the maintenance and upkeep of the FAL. The member shall maintain the space by watering the plants, cleaning as necessary, and advising the FA of any maintenance/replacement/enhanced cleaning required. The member may designate an alternate to assist with FAL maintenance; the FA shall be advised of any alternates by the responsible member.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Responsibility for implementation of this policy rests with the Executive Committee, FA staff, and member(s) appointed for the maintenance and upkeep of the FAL.





**Policy: Grievance & Arbitration Fund**

Date of Implementation: January 2017

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**PURPOSE:**

The Constitution of the Faculty Association requires that 25% of dues collected from the Membership be allocated annually to the Grievance & Arbitration Fund for the purpose of growing the Fund to ensure sufficient financial resources are available to support grievances, arbitration, contract negotiations, and related expenses. The Executive Committee may also permit one-time transfers to the Grievance & Arbitration Fund at year-end in the case where there is a surplus of revenue over expenditures, or from unrestricted funds.

The purpose of this policy is to provide guidance to the Executive Committee on budgeting and spending priorities in order to grow the Faculty Association's Grievance & Arbitration Fund to a sufficient and sustainable fund value.

**SCOPE:**

The Grievance & Arbitration Fund will be allowed to continue to grow until it reaches a target amount of \$1,000,000. Should this target be met, transfers to the fund will be temporarily suspended and will be reinstated if the fund goes below \$950,000. Any funds collected from the membership for the Grievance & Arbitration Fund that are not required for reaching or maintaining the fund at the target amount of \$1,000,000 shall be returned to the membership at the end of the fiscal year.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Responsibility for implementation of this policy rests with the President & Treasurer of the Executive Committee.



**Policy: Health and Safety of Visitors and Staff of the UNBC-FA**

Date of Implementation: October 2016

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**PURPOSE:**

The health and safety of UNBC-FA staff and visitors of the UNBC-FA is a high priority for the Association. As far as reasonably practicable, the UNBC-FA will provide a safe, respectful, and healthy environment in which to conduct its affairs. As such, all reasonable measures will be taken to prevent and eliminate situations in which bullying or harassment, injuries (both physical and mental), and/or illnesses could occur.

**SCOPE:**

The UNBC-FA will meet and, where possible, strive to exceed the minimum legal standards set out in applicable legislation.

The UNBC-FA will work cooperatively with the University to ensure that the Association is able to conduct its business in a safe, respectful, and healthy environment.

**Health & Safety/Respectful Workplace**

***The Employer (UNBC-FA):***

It is the responsibility of the UNBC-FA as an employer to:

- i. provide a safe, respectful and healthy working environment;
- ii. provide such information, supervision and instruction to staff and visitors as may be reasonably required to allow them to conduct their activities in a safe and healthy manner;
- iii. take all reasonably practicable measures to ensure compliance with applicable legislation.

***The Employee (UNBC-FA Staff)***

It is the responsibility of all UNBC-FA staff to:

- i. use reasonable care so as to protect their own safety and health, and the safety and health of others affected by their actions;
- ii. act in a respectful manner in all of their actions; and,
- iii. immediately report any accident, injury or unsafe conditions to the President of the UNBC-FA.

## **Equity & Diversity**

The UNBC-FA supports the equity, diversity and dignity of everyone. It strives to promote equity in employment of staff and in the conduct of its business affairs. As such, the UNBC-FA affirms its duty to act in a manner consistent with The Human Rights Code and is committed to upholding the principle of freedom from discrimination based on any of the prohibited grounds.

## **Harassment & Discrimination**

The UNBC-FA is committed to upholding the principles of academic freedom, including the right to discuss, question and criticize the UNBC-FA.

The UNBC-FA is committed to maintaining a harassment free environment for its staff and visitors. This includes freedom from verbal, physical or sexual harassment; abuse of power; intimidation; or, other vexatious behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect(s) the dignity or psychological or physical integrity of a staff employee or visitor.

## **COMPLAINT PROCEDURES:**

If a staff employee believes they are being harassed, they should act in one of the two following ways:

- i. The staff employee should make it clear that such behaviour is unwelcome, if possible. This may be done by the staff employee on their own behalf, verbally or in writing, or with the assistance of another party. The staff employee may indicate that further action will be taken if the behaviour continues.
- ii. If the inappropriate behaviour persists or if the staff employee feels uncomfortable approaching the person whom they believe is doing the harassing, then they may contact one of the following designated officers of the Executive Committee who will investigate the matter:
  - The President
  - The Vice-President
  - The Grievance Officer

An informal complaint may be presented and discussed with the person who is the subject of the complaint without presenting the complaint in writing. If a complaint is not resolved to the satisfaction of the staff employee, the staff employee may file a written complaint and submit it to one of the above mentioned Officers of the Executive Committee. Formal complaints will be investigated and resolved in a confidential manner.

Following conclusion of the investigation and/or resolution of a complaint, a written report will be provided by the investigating officer to both parties involved in the complaint, and a copy will be held in the confidential files of the UNBC-FA.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

The UNBC-FA President has the responsibility to ensure compliance with this policy.



**Policy: Honorary Lifetime Membership of the UNBC Faculty Association**

Date of Implementation: September 2016

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**PURPOSE:**

The purpose of this policy is to provide a mechanism for honouring Members who have rendered meritorious and distinguished service to the UNBC-FA and/or provincial, national, and international academic staff associations.

**SCOPE:**

Upon the recommendation of the Executive Committee, honorary lifetime membership may be conferred, suspended or revoked by resolution of the membership at the Annual General Meeting.

Honorary lifetime membership may be granted only to persons who have ceased to be active members (or who will have ceased to be active Members by the time the honour is conferred).

Any Member, including a member of the Executive Committee, may nominate a current or former Member for honorary lifetime membership.

Honorary Lifetime Members shall not pay dues; nor shall they be entitled to vote; to hold office; or to access rights or privileges granted under the Constitution other than those specifically anticipated by this policy.

Honorary Lifetime Members shall be entitled to the following rights and privileges:

- a) Attendance at all general membership meetings of the UNBC-FA;
- b) Eligibility to serve as Flying Pickets sponsored by the CAUT Defence Fund;
- c) Participation in all social events organized by the UNBC-FA;
- d) Participation on UNBC-FA working groups on request by the Executive Committee; and
- e) Permanent membership on the UNBC-FA electronic mailing list.

Honorary Lifetime Members who return to employment within the bargaining unit shall be entitled to the same rights and privileges as regular UNBC-FA Members and shall pay dues during the period of their employment.

**AUTHORITY:**

The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Establishing and maintaining appropriate rights and privileges for Honorary Lifetime Members is the responsibility of the UNBC-FA Executive Committee.



**Policy: Investment Guidelines**

Date of Implementation: December 2018

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**PURPOSE:**

To provide guidance and direction to the Executive Committee on investment principles for investing in GICs, Term Deposits, Treasury Bills etc.

**PRINCIPLE:**

The UNBC Faculty Association should support and bank with financial institutions that have an ethical approach to credit and finance (e.g. provide fair wages, benefits and workplace conditions for its employees; prioritize lending and investment in the community; value the environment and society).

**SCOPE:**

The Treasurer will make recommendations to the Executive Committee to invest/reinvest the Faculty Association's funds one month prior to the effective date of the investment term based on the following principles:

1. Negligible Risk: Investing of Faculty Association funds should be in low-risk (i.e. zero risk where ever possible) term deposits and/or GICs. Mutual funds are high risk and therefore unsuitable. Savings account rates of interest are generally much lower than Term deposits.
2. High Liquidity: Investments should be relatively liquid (i.e. cash should not be tied up in long-term investments). Multiple and staggered revolving term deposits of 1-2 years should result in the best compromise between high returns and negligible risk.
3. Credit Unions are the most consistent with Faculty Association values (i.e. employees compensated and treated well, and Faculty Association deposits are loaned out locally to small businesses and individuals). All funds, including term deposits, are 100% insured under the Credit Union Deposit Insurance Corporation of British Columbia.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Ensuring funds are invested in a timely manner is the responsibility of the Treasurer. The President is responsible to ensure that the Treasurer carries out their duties in accordance with this policy.



**Policy: Job Action Policy**

Date of Implementation: *July 2015*

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## **1. Intent**

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This policy is intended to provide clear information and guidance to members of the UNBC-FA and its Executive Committee regarding job action during the collective bargaining process.

## **2. Preamble**

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Job action can take many forms, such as a slowdown, withdrawal of selected services as well as strike action. Regardless of the form it takes, the goal of job action is to further progress toward a collective agreement acceptable to the employees in question.

A strike is a collective withdrawal of services or stoppage of work generally used to apply pressure on an employer to agree to terms and conditions of employment. A lockout is an action the Employer can use to exert pressure on the union members.

The BC Labour Relations Code sets out the conditions that must be satisfied before a strike can begin. The union and employer must have engaged in collective bargaining; a vote must have been held to establish that the majority of employees favour a strike; strike notice of 72 hours must have been given to the employer and the Labour Board; and a mediation officer's appointment (if one has been appointed) must have come to an end at least 48 hours before the strike begins.

## **3. Services to be withheld during a strike**

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Unless otherwise advised (i.e. in cases of partial job action), UNBC-FA Members will cease to perform all work considered part of their normal duties and responsibilities at UNBC. While this is undoubtedly difficult for Members, it is critical that all Members withdraw services to ensure the effectiveness of job action and the fastest possible conclusion of a collective agreement. Therefore, Members are expected to withdraw services in all domains of work, including teaching, advising, mentoring, and supervising undergraduate and graduate students; research, scholarship, and creative activities; and professional practice, activities, and service.



Examples of services to be withheld include, but are not limited to:

- Graduate and undergraduate teaching at all campuses and via all modes of delivery (holding classes off-campus or asking graduate students to teach are considered strike-breaking);
- Clinical supervision and teaching;
- Routine advising of students;
- Teaching-related or professional consultation with students by telephone, email, or via other modes of communication;
- Supervision and assessment of graduate proposals, theses, and projects;
- Supervision of student internships or practica;
- All duties performed by Librarian Members;
- Clinical work performed as part of UNBC employment;
- Participation in all UNBC committees;
- Participation in non-UNBC committees where the Member is representing UNBC;
- All research or scholarly activities (other than required animal care and specifically exempted duties relating to sensitive experiments, as governed by the Memorandum of Agreement on Essential Services and Goodwill Arrangements) ;
- Attendance at scholarly conferences (but see item 4 below); and
- Maintenance of electronic systems used for teaching or other University functions

Questions about whether certain activities will be permitted should be directed to the UNBC-FA Strike Adjudication Committee.

#### **4. Attendance at scholarly conferences**

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Members are expected to refrain from all scholarly work during strike action. If a given task is part of a Member's job at UNBC, for which that Member receives compensation, the Member should refrain from it.

The Employer will *not* reimburse Members for any expenses incurred during a period when the bargaining unit is on strike. Therefore, Members who wish to attend conferences despite being on strike may have to attend at their own personal expense. Similarly, Members cannot draw strike pay for days during which they were at a conference.

That said, there may be *exceptional* situations in which Members believe it critical that they attend a given conference. Members who choose to do so may apply to the Strike Adjudication Committee in consultation with the Chair of the Picket Committee to have their picketing duties scheduled so as to allow them to meet their required weekly hours in a compressed period. This accommodation will be at the discretion of the Picket Committee. Under no circumstances will a Member be permitted to miss an entire week of picketing duty for such reasons and complete two weeks' worth of duty within one week.

## **5. Application deadlines (internal and external) and grant applications**

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Application deadlines (internal and external) may fall during periods of strike action. Members are expected to refrain from preparing grant applications, as from all other scholarly work; moreover, there is no guarantee that the administration will accept applications from faculty who are on strike. *Members should therefore be particularly attentive to early submission of grant applications when a strike vote is in effect.* This is the best way to ensure that applications and research programs will not be disrupted.

With regard to internal deadlines, the Association will negotiate an extension to such deadlines as part of its goodwill arrangement with the Employer.

With regard to external deadlines for which applications are channeled through the University Research office, extension of deadlines will be negotiated by the Association as part of its goodwill arrangement with the Employer. However, the Administration is powerless to alter fixed external deadlines.

## **6. Members traveling at time of job action**

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The Association will negotiate the status of such Members as part of its goodwill agreement with the Employer.

## **7. Access to campus during strike action**

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Members must not enter campus during a strike except for a few exceptional circumstances. The only exceptions to this will be for:

- the provision of animal and plant care in accordance with the Memorandum of Agreement on Essential Services and Goodwill Arrangements; and
- any other exemption granted under the Memorandum or by the Joint Adjudication Committee.

In cases where access to campus is granted as per the above, passes will be issued by the UNBC-FA Strike Adjudication Committee. Members granted access to campus are expected to present their relevant pass to a picket captain upon crossing the picket line.

Strike pay will not be provided to any Member who crosses the picket line except as permitted above, or who accepts remuneration from the Employer for bargaining-unit work during the strike period.

Members who cross the picket line, even when active lines are not present (e.g. on a weekend) are not covered by University liability insurance and could be considered for criminal trespass by the Employer.

## 8. Access to email and electronic files

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The Employer can choose to restrict Members' access to university email and servers while Members are on strike or locked out. For this reason and the reasons above, *Members are strongly advised to take home all essential files and computers before the beginning of a strike.* Members are also responsible for providing an active non-University email address to the Faculty Association prior to a strike. It is the responsibility of Members to ensure that critical messages are received by the appropriate FA committee.

## 9. Strike pay and picket duty

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The UNBC-FA is a member of the CAUT Defence Fund, which provides benefits to an academic staff association while its members engage in strike action or are locked out. The Fund provides benefits to member unions for distribution among Members. The Fund also provides interest-free short-term loans to enable member unions to cover the costs of insured benefits premiums for Members during strike or lockout.

When a strike vote is scheduled, the UNBC-FA Treasurer and Defence Fund Trustee will notify the Defence Fund of potential job action and request for benefits.

The Defence Fund covers strike pay from the fourth day of a strike onward. Prior to this, the UNBC-FA will provide bridging funding. Strike pay will therefore be as follows:

Days 1—3:      \$44/day, tax-free

Days 4 on:      \$88/day, tax-free

Strike pay is paid 7 days per week.

In order to receive strike pay, Members must perform strike duty and must not accept any remuneration from the Employer for work within the Bargaining Unit for the period of strike. Members must perform 20 hours of work per week in order to qualify for strike pay. Pay will not be pro-rated.

Ordinarily strike work will be scheduled as four-hour shifts, five days per week. In extraordinary circumstances, alternate schedules may be approved. Members who are unable to comply with the ordinary schedule should make application to the Strike Adjudication Committee and must receive approval in advance of any changes to the strike schedule assigned.

Strike work will normally take the form of picketing. Members who are unable to picket because of medical condition, disability or other special circumstances will be assigned alternate duties to support the strike; requests for assignment of alternate duties should be addressed to the Strike Adjudication Committee.

After a positive strike vote and prior to the commencement of strike action, all Members will be asked to sign up for picket duty. Members will be assigned duties as per above. It is the responsibility of Members to sign in with their picket captains on each strike shift, and the responsibility of picket captains to report Members' hours to the Strike Finance Committee.

Medical, dental, and other benefits will continue during job action, but premiums will be paid by the UNBC-FA as negotiated with the Employer at the onset of job action. Pension contributions will not be paid.

Members who are unable to complete their scheduled hours of strike work because of illness should immediately notify their Picket Captain and the Chair of the Picket Committee. Failure to do so will result in loss of strike pay. In such cases, alternate strike duties may be assigned to ensure that a Member is able to complete their 20 hours of strike duties and qualify for strike pay.

Members who are part-time instructors and have work commitments outside of their UNBC position may not have the flexibility to complete 20 hours of strike duties per week. Part-time instructors will be given the option of completing 10 hours of strike duties per week and will be compensated at one-half the normal strike pay rate. It is the responsibility of the part-time instructor to make application to the Strike Adjudication Committee for a reduced strike schedule.

## **10. Picketing**

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Picketing is of central importance in any job action and is a protected activity. Picketing may take place at an employer's place of business or any site that is clearly an important part of the employer's activities. Nonetheless, there are rules governing picketing that protect both the right of picketers to picket and the freedoms of the public:

- picketers have the right to picket, to inform the public, and to attempt to dissuade people from crossing a picket line;
- the public has the right to cross the picket line, as do UNBC-FA Members;
- picketers do not have the right to trespass on private property;
- no one may intimidate picketers, nor may picketers intimidate anyone;
- picketers must never engage in violent behavior; and
- picketers must not engage in any activity that undermines the purpose of the strike.

Picketers are expected to treat those who cross the picket line with respect and to refrain from attempts to obstruct.

Picket captains are expected to monitor behaviour on picket lines to ensure compliance with the above and to safeguard the wellbeing of picketers. Safety concerns or other issues that arise on the picket line must be reported promptly to the Picket Captain who will report directly to the strike headquarters.

## **11. Members on sabbatical/professional leave**

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The Association and Employer will negotiate the status of sabbaticants and members on professional leave.

During any strike in which they are judged to be excluded from job action, sabbaticants and members on professional leave who require access to campus should request the approval of the Joint Adjudication Committee, detailing the reasons that they require access. The committee will notify the UNBC-FA Strike Adjudication Committee, which will issue passes to approved sabbaticants/members on professional leave for specific purposes. Sabbaticants/members on professional leave excluded from job action are to engage only in scholarly activities and must refrain from all teaching, service, and student advising/supervision.

Sabbaticant/members on professional leave will not receive strike pay whilst excluded from job action and drawing regular pay. However, if a sabbaticant/member on professional leave notifies the Employer that they wish to participate in strike action and the Employer withholds their pay and benefits, the sabbaticant/member on professional leave will become eligible for strike pay under the conditions detailed above in (9).

## **12. Members on medical, maternity, parental, long-term disability, or assisted study leaves**

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The Association and Employer will negotiate the status of Members on such leaves. When such Members are excluded from job action, they are not to cross the picket line. It is advisable that Members on such leaves also notify the UNBC-FA prior to job action as this information is not normally reported to the UNBC-FA by the administration.

## **13. Members on vacation leave**

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Members whose vacation leaves were approved *after a strike vote was taken* will cease vacation leave as of the onset of job action. Such Members are expected to report for picket duty in order to receive strike pay; extensions to their vacation leave will be negotiated as part of a back-to-work protocol.

Members whose vacation leave was approved *before the strike vote* and who find themselves on vacation at the time of job action should make immediate application to the Joint Adjudication Committee at the onset of job action; at the discretion of the Joint Adjudication Committee, they may be excluded from job action.

#### **14. Members employed at UNBC in another capacity**

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Members who are employed in another capacity at UNBC will be permitted to cross the picket line upon application to the Strike Adjudication Committee. Such members are required to refrain from performing either their own UNBC-FA duties or those of another Member. In addition, such Members are expected to support the strike, and will be required to complete regular strike duties in order to receive strike pay.

#### **15. Letters to verify strike or lockout**

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Mortgage lenders will generally approve alternative payment schedules in case of strike or lockout, as will some credit-card companies and landlords. Upon request, the UNBC-FA will provide letters to Members as proof of strike or lockout.

#### **16. Lockout**

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Under BC law, an employer may lock out its employees by giving 72-hour notice. Lockout is rare at universities, but has occurred in several cases over the past few years.

If lockout happens, Members will be prevented from accessing campus and may be denied access to their email and computer accounts.

In case of lockout, the ordinary strike provisions will apply. The UNBC-FA will attempt to negotiate goodwill arrangements in cases of lockout.

#### **17. Solidarity**

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Upon announcement of job action, the UNBC-FA President will post a CAUT-gen message seeking expressions of solidarity from CAUT member unions and associations. The President will also notify CUPE, the Prince George Labour Council, and the CAUT Defence Fund, from which the President will request flying pickets.

Written expressions of solidarity will be posted on the UNBC-FA website as appropriate. Donations will be pooled in a separate fund to help defray the costs of job action.

The UNBC-FA will support job action at other universities with letters of solidarity and donations.

The UNBC-FA will respect the picket lines of other unions and demonstrate solidarity as appropriate.

## **18. Staff of the UNBC-FA**

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The UNBC-FA Executive Director and any other Association staff will be expected to work normal hours during any job action by the Membership. Staff duties will be shifted toward support of the strike.

## **19. Committees relating to the implementation of this policy**

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When a strike vote is taken, the UNBC-FA will ask the Employer to help create the **Joint Adjudication Committee**, comprising two members, one appointed by the Union and one appointed by the Employer.

The UNBC-FA will also form a three -person **Strike Adjudication Committee**, which will adjudicate (a) queries regarding the withholding of services and (b) other matters as appropriate.

Appeals of the decision(s) of the UNBC-FA strike committees must be made in writing to the UNBC FA Executive Committee, and its decisions on the appeal will be considered final.

## **20. Strike Headquarters and Communication**

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The UNBC-FA will establish the location of a strike headquarters to support Members during a strike. Strike headquarters will be open to all Members during normal picket schedule hours. Basic essential services, coordination of transportation, and wireless internet services to support communications will be provided through strike headquarters. It is essential that members be educated on what it means to be part of a union generally, and what job action means and the expectations surrounding job action are in particular. Therefore, an educational component of communications with the Membership is necessary both during the period prior to and following any job action. Such communications should be coordinated between the FA Executive and the relevant job action subcommittees.



**Policy:** *Joint Occupational Health and Safety Committee Appointment of Representatives of the FA*  
**Date of Implementation:** September 2017

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**PURPOSE:**

To provide guidelines to the Faculty Association for electing members to the mandated Joint Occupational Health and Safety (JOHS) Committee under the BC Workers Compensation Act (WCA)

**SCOPE:**

This policy applies to elected and appointed representatives of the Faculty Association to the Joint Occupational Health and Safety Committee (JOHS). This policy is to be reviewed and amended as appropriate by the Executive Committee to ensure compliance with WCA, specifically with the employee elected members, as per WCA 128(1)(a)):

*“128 (1) The worker representatives on a joint committee must be selected from workers at the workplace who do not exercise managerial functions at that workplace, as follows:*

*(a) if the workers are represented by one or more unions, the worker representatives are to be selected according to the procedures established or agreed on by the union or unions”*

In accordance with the “Joint Occupational Health & Safety Committee Terms of Reference” (December 14, 2017):

*“The JOHSC shall consist of twelve voting members: six employee representatives, and six employer representatives, consisting of:*

- (i) Three employee representatives selected by the Faculty Association as per their internal appointment policies/procedures.”*

Where possible, one of the employee representatives of the Faculty Association, and their respective alternate, should be a member of the Lab Safety Committee.

**ELECTION PROCEDURES:**

Only Association staff employees and active members in good standing with the Faculty Association can serve as a rep on the JOHS. Positions will be filled in accordance with the following procedures:



Two employee representatives, and alternates, not appointed by the Lab Safety Committee:

1. Normally, the Executive Director will send out a call to the staff and membership to solicit nominations when a vacancy on the JOHS is anticipated. The JOHS Committee faculty employee rep will be elected by secret ballot, either conducted electronically or by paper ballot.
2. Faculty employee reps will normally serve 2-year terms with alternating end dates. The Executive Committee may shorten the length of a term to 1-year to ensure alternating end dates.
3. The Executive Committee may choose to appoint a faculty employee rep in the case of a resignation or where a properly conducted election process does not fill a vacant position. In this case, the Executive Director will solicit nominations from the staff and membership, and the Executive Committee will appoint the rep for the remainder of the vacant term.

One employee representative, and alternate, appointed from the Faculty representatives currently serving on the Lab Safety Committee:

1. Normally, the Faculty Association Members currently serving on the Lab Safety Committee will select one Faculty Association representative and one alternate when a Lab Safety Committee rep vacancy on the JOHS is anticipated.
2. Faculty employee reps will normally serve 2-year terms. The Executive Committee may shorten the length of a term to 1-year.
3. The Executive Committee may choose to appoint a faculty employee rep in the case of a resignation or where the Lab Safety Committee is unable to select a representative. In this case, the Executive Director will solicit nominations from the Faculty Association representatives currently serving on the Lab Safety Committee, and the Executive Committee will appoint the rep for the remainder of the vacant term.

**PRINCIPLES:**

Where possible, appointments should be made in consideration of equal representation from the colleges, regional representation, and the Library.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.



**Policy: Leave or Absence of Elected & Appointed Officials of the Executive Committee**

Date of Implementation: September 2017

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**PURPOSE:**

The purpose of this policy is to outline the procedures to be followed when an elected or appointed official of the Executive Committee is away from campus for any reason that may cause a delay or disruption in conducting business of the Faculty Association.

**SCOPE:**

For the purpose of this policy, a leave or absence refers to vacancies on the Executive Committee for the following reasons: short term or long term sick leave; sabbatical leave; professional leave; study leave; leave to serve in political office; temporary appointment to an excluded position; vacation; any other absence from campus for a period of greater than 30 consecutive calendar days.

When an elected or appointed official is away from campus for any reason for a period of 30 consecutive calendar days or less, where the individual is unable to attend to duties and responsibilities of their position of office, it is the responsibility of the individual to inform the President and/or staff of the Faculty Association of the absence. In addition, if the individual would normally be required to attend to an activity associated with conducting business of the Faculty Association, it is the responsibility of the individual to find another elected or appointed official to fill in and this information will be passed on to the President and/or staff of the Faculty Association.

**PROCEDURES DURING LEAVE OF ABSENCE:**

*Short Term Sick Leave, Long Term Sick Leave:*

When an elected or appointed official other than the President is away, or anticipates being away, from campus due to sick leave greater than 30 consecutive calendar days where the individual is unable to attend to duties associated with conducting business of the Faculty Association, the individual is required to inform the President as soon as possible. The President will inform the Executive Committee of the leave at the next scheduled Executive Committee Meeting, and the Executive Committee will make a decision to: appoint an active member of the Faculty Association to fill the position until the elected or appointed official returns; leave the position vacant until the elected or appointed official returns; request the elected or appointed official resign from their position and either appoint an active member or hold an election to fill the vacant position for the balance of the term.

*Sabbatical leave, Professional leave, Study leave, Leave to serve in Political Office, Temporary Appointment to an Excluded Position:*

When an elected or appointed official other than the President commences sabbatical leave, professional leave, study leave, leave to serve in political office, or temporary appointment to an excluded position, the individual is required to inform the President as soon as the leave has been approved. The President will inform the Executive Committee of the leave at the next scheduled Executive Committee Meeting, and the Executive Committee will: request the individual take leave from their position and appoint an active member of the Faculty Association to fill the position until the elected or appointed official returns from leave; request the elected or appointed official resign from their position and either appoint an active member or hold an election to fill the vacant position for the balance of the term.

*Vacation or any other Absence from Campus:*

When an elected or appointed official other than the President is away, or anticipates being away, from campus due to vacation or any other absence greater than 30 consecutive calendar days where the individual is unable to attend to duties associated with conducting business of the Faculty Association, the individual is required to inform the President as soon as possible. The President will inform the Executive Committee of the vacation or absence at the next scheduled Executive Committee Meeting, and the Executive Committee will make a decision to: appoint an active member of the Faculty Association to fill the position until the elected or appointed official returns; leave the position vacant until the elected or appointed official returns; request the elected or appointed official resign from their position and either appoint an active member or hold an election to fill the vacant position for the balance of the term.

*Any Leave or Absence from Campus of the President:*

When the President is away, or anticipates being away, from campus for any reason and is unable to attend to duties associated with conducting business of the Faculty Association, the President is required to inform the Vice President and staff of the Faculty Association as soon as possible. The Vice President will assume the duties of the President during the leave or absence.

Where the leave or absence of the President is greater than 30 consecutive calendar days, the Vice President will inform the Executive Committee of the leave or absence of the President at the next scheduled Executive Committee Meeting. Where the leave or absence is anticipated to be greater than 60 consecutive calendar days, the Executive Committee will make a decision to either request the President take leave from their position as President or resign from the position. In either case, the Vice-President will become President during the absence or become President for the balance of the term and the Executive Committee will determine how to fill the Vice President position to ensure no disruption in the business of the Faculty Association.

When the President commences sabbatical leave, professional leave, study leave, leave to serve in political office, or temporary appointment to an excluded position, the President will inform the Vice President as soon as the leave has been approved. The Vice President will inform the Executive Committee of the leave at the next scheduled Executive Committee Meeting, and the Executive Committee will request the President to take leave from their position or resign from their position. The Vice President will become President for the leave or balance of the term, and the Executive Committee will determine how to fill the Vice President position to ensure no disruption in the business of the Faculty Association.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy, provided the provisions of this policy are in accordance with the Faculty Association Constitution.

**RESPONSIBILITY:**

Changes to this policy shall be implemented only upon approval of the Executive Committee, or by constitutional amendment.



Policy: ***Medical Services Travel Fund***  
Date of Implementation: October 2023

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**PURPOSE:**

On occasion Members of the Association may be required to travel outside of their Prince George or regional campus communities (as applicable) to seek medical treatment. The Parties agreed through collective bargaining to create a Medical Services Travel Fund (herein called the “Fund”) to assist Members of the Association in offsetting costs associated with required medical travel.

**FUND VALUE:**

Subject to the Fund remaining in the Collective Agreement, and subject to negotiated changes to the Fund through collective bargaining, the Employer will contribute twenty thousand dollars (\$20,000) on July 1, 2023, and twenty-five thousand dollars (\$25,000) annually to the Fund in each subsequent year of the Agreement. Any excess funds at the end of each claim period will be transferred to the Post-Retirement Benefit Fund.

**SCOPE:**

Only the Member’s personal expenses are eligible for reimbursement provided the Member is required to travel where the Member is either the patient requiring medical treatment or is the attendant of a patient requiring medical treatment. If the Member is travelling as the attendant, the patient must be an immediate family member. (Note: For the purpose of this Fund, an immediate family member is defined as a spouse, child or parent of the Member in accordance with the *Family Law Act* of BC.)

If the Member is required to be the attendant, there is no age limit for a patient requiring an attendant but the reason for the attendant must be of a medical and not a personal nature.

This benefit is not available for expenses incurred for dependents or other family members.

**ELIGIBILITY:**

Subject to the available Fund amounts and criteria, all employees eligible for membership in the Association shall be eligible to access the Fund. The maximum yearly benefit for a Full-time Member is \$5,000 and for a Part-time Member is \$1,000, pro-rated based on months employed during the claim period.

**ELIGIBLE EXPENSES:**

Expenses eligible for consideration under the Fund include:

- Reasonable transportation costs incurred by private vehicle, bus, rail, ferry or scheduled air for the Member;
- Reimbursement of kms at the current UNBC-FA km rate equivalent to the cost of a return economy airfare, if a private vehicle is used instead of commercial transportation;
- Airport Improvement fees;
- Airport limousine service and taxi fees to a maximum of sixty-five dollars (\$65) per claim;
- If a Member chooses to rent a car at the destination, a maximum of sixty-five dollars (\$65) per day;
- Hotel accommodation up to a maximum of two hundred and fifty dollars (\$250) per night. The length of pre and post treatment accommodation stays is reimbursable and shall be consistent with direction from the attending physician;
- Private accommodation provided by a family or friend at forty dollars (\$40) per night;
- Meals as per the current UNBC-FA per diem rates;
- The most economical mode of transportation must be used in keeping with the attending physician's medical advice and patient's comfort;
- Transportation within the provinces of British Columbia or Alberta;
- Transportation outside of the provinces of British Columbia or Alberta where pre-approval of the Faculty Association (see "Appeals") is obtained before travel commences.

**INELIGIBLE EXPENSES:**

Expenses that would be ineligible for reimbursement under the Fund include:

- Dental treatments or services except for dental surgery performed by a member of the College of Dental Surgeons;
- Procedures considered not medically necessary by the Medical Services Plan of BC;
- Cosmetic treatments;
- Transportation to a destination outside British Columbia or Alberta where pre-approval has not been obtained before travel commences;
- Expenses without receipts except for automobile mileage reimbursement and meal per diems;
- Expenses that are reimbursed from any other source; and
- Expenses which are not specifically listed as being covered.

**CRITERIA:**

In order for expenses to be reimbursable, the following criteria must be met:

1. The attending physician or dentist believes that medically necessary treatment is not available locally;
2. The referral is to the nearest major center equipped to provide the required and recommended treatment;
3. The treatment is performed by an M.D., a licensed chiropractor or physiotherapist, or a member of the Provincial College of Dental Surgeons;
4. Expenses associated with the medical service travel are incurred as soon as is practical from the referral date; and
5. The attending physician or dentist has provided a written referral note for the Member. If the Member is the Attendant, the attending physician's or dentist's note must include the requirement for the patient to have an Attendant.

**CLAIMS AND FUND DISTRIBUTION:**

Claim forms are available on request from the Faculty Association Office. Claim forms and receipts must be submitted directly to the Faculty Association Office either electronically or by mail, and must be received by the Faculty Association no later than the third Friday in January for expenses incurred in the previous calendar year. Incomplete claim forms or claim forms submitted without the accompanying receipts will not be accepted. Claims submitted after the deadline will not be eligible for reimbursement and cannot be carried forward to another claim period.

Members must submit separate claim forms for each travel incident.

Claim forms must be accompanied by supporting receipts and the physician's or dentist's referral note.

Claim reimbursements will be processed once annually within sixty (60) days of the deadline for submission of claims. Should the total amount of approved claims exceed the annual amount available in the Fund, the claims will be pro-rated. For example, if fifteen thousand dollars (\$15,000) is available and claims total thirty thousand dollars (\$30,000), then each claim would be reimbursed at fifty cents (\$0.50) on the dollar ( $\$15,000/\$30,000 = \$0.50$ ).

As Fund reimbursements are considered taxable benefits, applicable deductions will be withheld from the payment.

**APPEALS:**

Should a Member wish to appeal an amended or rejected claim, or make a request for benefits based on unique or unforeseeable circumstances, the Member may present an appeal directly to the Treasurer and President within five days of being notified of an amended or rejected claim. The decision of the Treasurer and President shall be final.

**REPORTING:**

Upon request from the Employer, the Association will provide the Employer with a copy of this policy.

**RESPONSIBILITY:**

The staff of the Association will be responsible to oversee the administration of annual claims under the Fund. Once claims have been received, reviewed and approved by at least two (2) staff members of the Association, a summary report of claims will be provided to the Treasurer for approval, and then claims will be forwarded to the University for final payment processing. The staff of the Association will ensure appropriate tracking and record keeping of claims and any Fund transfers to the Post-Retirement Benefit Fund.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.



Policy: ***Post-Retirement Benefits Fund***  
Date of Implementation: November 2023

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**PURPOSE:**

The Employer and Faculty Association agreed through collective bargaining to create a Post-Retirement Benefits Fund (herein called the “Fund”) administered by the Association to assist eligible Retired Members of the Association in offsetting the costs associated with medical and/or dental expenses once a Member has retired and is no longer eligible for the UNBC Employee’s Benefits Plan. The activities and investment decisions of the Fund will be overseen by the Post Retirement Benefits Fund Board of Directors (“Board of Directors”).

**FUND VALUE:**

The Fund has an initial value of \$1,032,062 at the time of transfer to the Association in September 2023. The Employer will continue to contribute \$31,045 annually to the Fund through transfer to the Association, and the on-going annual transfer will be subject to collective bargaining. Given the Fund is intended to be sustainable and support both current retired members and future retired members, the Fund will be administered as an endowment Fund with the intention that the annual contributions and Fund interest earned will support the annual claims and administrative expenses incurred against the Fund.

**SCOPE:**

The Fund is only intended to off-set the medical, or dental expenses, or benefit plan premiums, incurred by eligible retired members. The Fund is not available for expenses incurred by or for dependents or other family members. Eligible retired members will be required to submit receipts annually by the deadline set by the Association and will be reimbursed up to a maximum annual benefit which is set by the Fund’s Board of Directors at the Board’s Fall Annual General Meeting.

“Eligible retired members” refers to a member of the Association who has retired from their employment with the University and is no longer receiving UNBC benefits.

Commencing with claims submitted for expenses incurred in the 2023 calendar year, retired members who have not been grandfathered under the provisions of a previous collective agreement, shall be eligible for a maximum annual benefit of \$1,600, pro-rated based on the date of retirement. The Board of Directors shall have the authority to amend the annual benefit and shall pass such a resolution at the Board’s Fall Annual General Meeting. Retired members shall be eligible for this benefit up to the maximum number of years equal to the number of years of service as a Member of the Association.

Retired members who have been grandfathered under a previous Collective Agreement, shall continue to be eligible for a maximum annual benefit of \$1,000 for the life of the member.



**COVERAGE:**

Eligible post-retirement medical and dental benefits include:

- payments to a dentist, registered massage therapist, chiropractor or other registered medical professional;
- payments for artificial limbs, wheelchairs, crutches, hearing aids and other personal listening devices that aid in hearing, dentures, pacemakers and other prescribed medical supplies/equipment;
- payments for prescription eyeglasses or contact lenses;
- payments for prescription drugs; and
- premiums paid under other health related plans.

Medical and dental benefits eligible for reimbursement from other sources or plans shall not be eligible for reimbursement under this Fund.

**SUBMISSION AND PROCESSING OF CLAIMS:**

Claim forms are available on request from the Faculty Association Office. Claim forms and receipts must be submitted directly to the Faculty Association Office either electronically or by mail, and must be received by the Faculty Association no later than the third Friday in January for expenses incurred in the previous calendar year. Incomplete claim forms or claim forms submitted without the accompanying receipts will not be accepted. Claims submitted after the deadline will not be eligible for reimbursement and cannot be carried forward to another claim period.

The staff of the Association shall be responsible to administer annual claims under the Fund.

Once claims have been reviewed and approved by at least two staff members of the Association, payments will be prepared and signed by at least two designated signatories of the Board of Directors, with one of the two designated signatories being the Treasurer. The staff of the Association shall ensure appropriate and regulatory tracking and record keeping of claims and Fund documentation. Should a retired member wish to appeal an amended or rejected claim, the retired member may present an appeal directly to the Treasurer and President within five days of being notified of an amended or rejected claim. The decision of the Treasurer and President shall be final.

**FISCAL ORGANIZATION:**

The financial year end of the Fund shall be the 30<sup>th</sup> day of June each year.

The Board of Directors shall appoint a Fund manager annually at their Annual General Meeting. The Board of Directors shall also determine if an auditor is to be appointed to review the accounting of the Fund.

**REPORTING:**

An annual report of claims processed and a statement of the Fund balance shall be provided by the Executive Director to the Treasurer to present to the Board of Directors at the Board's Annual General Meeting.

The Treasurer shall present to the Membership at the Fall Annual General Meeting a report summarizing the resolutions taken by the Board of Directors since the last report, and a financial statement of the Fund.

Upon request from the Employer, the Association shall provide the Employer with a copy of this policy, and/or an annual report of expenditures under the Fund aggregated to protect personal confidential information.

**BOARD OF DIRECTORS:**

The Board of Directors shall be the current voting Officers and Members at-large of the Executive Committee, and the Executive Director. The President, Vice-President, Secretary and Treasurer Officers of the Executive Committee shall be the President, Vice-President, Secretary and Treasurer Officers of the Fund. A majority shall constitute quorum. Should a member of the Executive Committee cease to be a member of the Executive Committee, or should the Executive Director leave the employment of the Association, they shall also cease to be a member of the Board of Directors.

**INDEMNIFICATION:**

Members of the Board of Directors will be indemnified and saved harmless from and against:

- a) all costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought commenced or prosecuted against them, or in respect of any act, deed, matter or thing whatsoever, made done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;
- b) all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

The head office of the Fund will be located in the City of Prince George where the Faculty Association's Office is located.

**MEETINGS OF THE BOARD OF DIRECTORS:**

An Annual General Meeting of the Board of Directors shall be held in October directly following the regular scheduled Executive Committee meeting and before the Fall membership Annual General Meeting. Special meetings of the Board of Directors may also be called to deal with matters affecting the Fund, provided that five days written notice is given in advance of the meeting.

The Board of Directors has the authority to amend this policy, review Fund investment performance statements, and to approve investment recommendations as presented by the Treasurer. The Board of Directors also has the authority to approve expenditures against the Fund for the purpose of furthering the objectives of the Fund.

The Board of Directors has the authority to appoint an agent or service, such as an external Fund Manager or Actuarial Services, for the purpose of managing the Fund to meet the objectives of the Fund.

Should the Board of Directors determine the objectives of the Fund be changed or amended, or the Fund be dissolved, the President on behalf of the Board shall present a special resolution to the

Membership at the Fall Annual General Meeting, followed by a ratification vote of the Membership as per the UNBC-FA Constitution. The vote shall pass with a seventy-five percent voting threshold of members who vote.

**DUTIES OF THE OFFICERS OF THE BOARD:**

The President shall be the chief executive officer of the Fund. The President shall reside at all meetings of the Board of Directors. The President shall oversee all activities of the Fund and ensure that all orders and directives of the Board of Directors are carried out.

The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President, and shall perform other duties from time to time as directed by the Board of Directors.

The Treasurer shall ensure the Faculty Association has full custody of and access to the Fund, and ensure that the full and accurate accounts of receipts, disbursements and deposits belonging to the Fund are secured and stored in the Faculty Association Office. The Treasurer shall also ensure that any order or directive of the Board of Directors is carried out. The Treasurer shall present a report on the accounting of the Fund to the Board of Directors at their Annual General Meeting. The Treasurer shall also be responsible to provide a report of the Fund to the Membership at the Fall Annual General Meeting and shall perform such other duties from time to time as directed by the Board of Directors.

The Secretary shall attend all meetings of the Board of Directors and record all votes and minutes of the Board of Directors' proceedings. The Secretary shall turn over all such votes and minutes to the Faculty Association Office for recording keeping.

**BOARD OF DIRECTORS VOTING PROCEDURES:**

Questions or motions arising at any meeting of the Board of Directors shall be decided by a majority of votes. Each Director shall cast one vote. In the case of a tie of votes, the question or motion shall fail. All votes at any meeting of the Board of Directors shall be taken by way of a show of hands. A declaration by the President that a resolution has passed or failed shall be recorded in the minutes by the Secretary.

**SIGNATORIES OF THE BOARD:**

Contracts, documents or any such investment instruments of the Fund must be in writing and signed by any two of the President, Vice-President, Treasurer or Secretary. Such signatures shall be binding on the Fund.

**AUTHORITY OF THIS POLICY:**

This policy may be amended from time to time by the Executive Committee whenever necessary or advisable to ensure the objectives of the Fund are met. Such amendments shall be presented to the Board of Directors for vote. Any substantive changes to this Policy shall also be reported to the Membership for information at the membership's Fall Annual General Meeting.

Should it become advisable to the Association to dissolve the Fund, the Board of Directors shall advance such a motion to the Membership for ratification.



**Policy: Privacy of Information and Retention of Records Policy**

Date of Implementation: **October 2021**

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**PURPOSE:**

The Association recognizes the rights of Members to the protection of their privacy, and personal information obtained by the Association or provided to the Association by the Employer will only be used in a responsible manner consistent with the Labour Relations Code and Personal Information Protection Act. The Association uses this information for a variety of purposes, such as: (1) to meet its reporting obligations; (2) to identify events or campaigns; (3) to establish bargaining priorities; (4) to manage its normal operations such as dues remittance, communications and elections.

The Association's records also exist to document activities and decisions of the Association, to provide a historical perspective of the evolution of the Association over time, and may be required to be produced in cases of arbitration or litigation.

Financial records must be retained for a specific period of time as defined by law.

**SCOPE:**

The Association and its staff are committed to safeguarding the Association's records and member information, including matters related to labour relations, and will only use this information when necessary or required by law. Authorized individuals may have access to confidential information and only on a 'need-to-know' basis where the duties and responsibilities of the individual require this information. Where a Member of the Association or third party requests information or access to records that are not already publicly available, the Executive Director and/or the President shall make a determination whether to release the information or not in accordance with this policy and legislation.

Given a 2-year turnover of Executive Committee members and Officers of the Association, it is important to have effective record retention to provide continuity for incoming Executive Members and Officers regarding the past decisions and activities of the Association.

For safety and security purposes, paper records of the Association should be copied in an electronic format, where it is possible and reasonable to do so, and stored securely. Multiple copies of the same document or record should be avoided.

A schedule of retention and/or disposal of documents will apply as follows:

1. ***The following documents and records will be retained indefinitely in both paper copy (where such exists) and electronic format:***
  - Certificate of Incorporation and all other Registrations of the Association

- Faculty Agreements and Bargaining Notes
  - Agendas and Minutes of the Executive Committee
  - Agendas and Minutes of the General Meetings of the Membership
  - Agendas and Minutes of the Joint Committee
  - Elections of Officers of the Association
  - Annual Accountant's Reports and Investment Certificates
  - Files Related to Complaints, Grievances and Arbitration Hearings
  - Records Related to Job Action
- 2. *The following reports and records will be retained in both paper copy (where such exists) and electronic format for a period of 6 years. These reports and records will be audited annually on July 1<sup>st</sup> and paper copies older than 6 years will be converted to electronic format for indefinite retention, and once converted the paper copies will be destroyed:***
- Ad hoc Committee Reports
  - Monthly Financial Reports
- 3. *The following records will be retained in paper copy for a period of 6 years. These records will be audited annually on July 1<sup>st</sup> and paper copies older than 6 years will be destroyed:***
- Accounts Payables, Accounts Receivables, Invoices and Bank Statements
- 4. *Members' Employee Files will be retained in both paper copy (where such exists) and electronic format while the Member remains employed at the University. When a Member leaves the employment of the University for any reason, the Member's file will be archived and retained indefinitely in electronic format and the paper file will be destroyed.***

Decisions regarding retention of all other records of the Association will be determined by the Executive Director in consultation with the President of the Association.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Establishing standards for file management of the Association's records and performing records retention is the responsibility of the Executive Director. Changes to this policy on retention of records shall be implemented only upon approval of the Executive Committee.

**GENERAL:**

Commencing July 1, 2021, the staff of the Faculty Association Office will begin to audit all Association files and records (both paper and electronic formats) and implement the records retention schedule as governed by this policy.



**Policy: Signing Authority**

Date of Implementation: December 2017

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**PURPOSE:**

The purpose of this policy is to outline the signing authority and responsibilities of Faculty Association Members who have the authority to sign agreements with the university administration or to sign cheques issuing payment for the purpose of conducting business of the Association.

**SCOPE:**

Situations that require a designated signing authority from the Faculty Association include:

**Memorandum of Understanding (MOU)**

Memorandum of Understanding (MOU) represents a written agreement between the Faculty Association and the university administration on the interpretation, amendment, or implementation of the terms and conditions of the current Faculty Association Collective Agreement.

After consultation with the Executive Committee, the President has signing authority on all MOUs. In absence of the President, the Vice-President then has signing authority, followed by the Past-President in absence of the President and Vice-President.

**Settlement Agreement (SA)**

A Settlement Agreement (SA) represents a written agreement between the Faculty Association and the university administration outlining the terms and conditions the parties agreed upon to settle a grievance.

After consultation with the Grievance & Appeal Committee, the President has signing authority on all SAs. In absence of the President, the Vice-President then has signing authority, followed by the Grievance Office in absence of the President and Vice-President.

**Negotiated Articles of the Collective Agreement**

Negotiated articles of the Faculty Association Collective Agreement represent written amendments to the Faculty Association Collective Agreement developed during the course of collective bargaining that must be ratified by the membership and the Board of Governors prior to taking force and effect.

After consultation with the Negotiating Team, the Chief Negotiator appointed by the Executive Committee has signing authority on all Article amendments during the course of collective bargaining. In absence of the Chief Negotiator, the Chief Negotiator will assign signing authority to another member of the Negotiating Team.

#### *Cheques and other Monetary Instruments*

The use of Faculty Association funds paid to settle financial obligations of the Association must ensure that they are processed in a manner that protects the assets of the Association and is operationally efficient.

Signing authority for cheques or other monetary payments issued from the Faculty Association to settle financial matters is limited to the elected Officers:

- President
- Vice President
- Treasurer
- Secretary

All cheques or monetary payments issued for payment by the Faculty Association must be signed by two authorized signatories. In addition, initials are required on the invoices and/or supporting documents. No signing authority shall authorize payment to which they are the recipient.

#### **RESPONSIBILITY:**

An individual designated as a signing authority shall ensure:

- They have read and fully understands the terms and conditions required by the Faculty Association to meet its obligations and commitments under the terms outlined in the document;
- They are aware of the financial and other benefits which are expected to flow to or from the Faculty Association as a result of the signed document;
- They are assured that the signed document complies with labour legislation, Collective Agreement, laws, approved policies, and other legislative and regulatory requirements; and
- Original signed documents are turned into the Faculty Association Office for administrative record keeping.

#### **AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.



**Policy: Solidarity Donation Policy**

Date of Implementation: January 2022

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**PURPOSE:**

Solidarity donations are intended to provide moral and financial support to Canadian university or college affiliated faculty unions during a strike situation.

The purpose of this policy is to provide guidelines for solidarity donations.

**SCOPE:**

The President will liaise with the UNBC-FA Defence Fund Trustee and will keep the Executive Committee apprised of any strike situation that arises at other institutions.

Once the Defence Fund Trustee confirms a university or college has commenced a legal strike, the UNBC-FA Executive Committee will immediately put forward a motion for an initial solidarity donation of \$1,000 to the university or college faculty union in the first week of their strike.

Should the strike continue past the first week, the UNBC-FA Executive Committee will put forward a second motion for a weekly subsequent donation of \$1,000, to a maximum total of \$6,000 in solidarity donations.

Should the strike continue past the sixth week, the UNBC-FA Executive Committee will put forward a third motion for weekly subsequent donations.

**RESPONSIBILITY:**

Once a solidarity donation is authorized by the Executive Committee, it is the responsibility of the Treasurer and Executive Director to ensure distribution of the solidarity donation within a timely manner.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.





**Policy: Solidarity Policy: Job Action by Other Unions on Campus**

Date of Implementation: March 2022

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**PURPOSE:**

This policy is intended to provide clear guidance to the UNBC-FA Executive Committee and the UNBC-FA Action Committee regarding solidarity initiatives during job action by other unions on campus.

**PREAMBLE:**

Job action can take many forms, such as a slowdown, withdrawal of selected services as well as strike action. Regardless of the form it takes, the goal of job action is to further progress toward a collective agreement acceptable to the employees in question. Similarly, solidarity can take many forms ranging from letters of support to walking picket lines in support of other unions. As stated by the BC Federation of Labour, in its Policy Statement on Picketing (2000):

*The labour movement in British Columbia has succeeded in developing among trade unionists respect for picket lines to an extent which is unsurpassed on the North American continent. This has enabled workers in BC to win extremely difficult disputes of the kind which are often lost in other areas.*

The most effective solidarity initiatives are coordinated closely with other unions to maximize impact and support. As a result, the exact nature of individual solidarity initiatives can be highly variable, and the policy expressed here aims to put timelines in place to develop the most appropriate and effective solidarity response possible.

Following the 2015 UNBC-FA strike, the UNBC-FA organized a campus solidarity committee which aims to foster the relationships between CUPE and the student unions.

**RESPONSIBILITIES:**

The highly variable nature of solidarity initiatives, the sensitive nature of employment relationships and collective bargaining, the need for confidential communications and relationship management necessitate a coordinated approach to solidarity action planning. This section will outline the expectations for developing and executing a complete solidarity action plan.

1. **FA Vice President:** As Chair of the Action Committee, it is expected that the Vice President is in the best position to identify situations involving other unions on campus that may require or could benefit from UNBC-FA support and will bring them to the attention of the UNBC-FA President in a timely manner.
2. **FA President:** The UNBC-FA President is expected to communicate with other unions on campus to determine the optimal way in which the UNBC-FA can lend support, and will work with the Executive Director, Vice President and Past President to develop a

solidarity action plan. The plan will be recommended to the Executive Committee for approval, and will outline details including:

- UNBC FA official position on support
  - UNBC FA Member support services required including:
    - Strike pay for members walking picket lines in solidarity
    - Logistical support which could vary from nothing to full support as if the UNBC-FA were on strike
3. FA Executive: The Executive Committee is responsible for approving the solidarity action plan.
4. FA Action Committee: The Action Committee is responsible for implementing the solidarity action plan.

**FINANCIAL SUPPORT TO MEMBERS RESPECTING PICKET LINES:**

When other unions at UNBC take legal job action involving picket lines, the basic principle of solidarity means that such actions should be given the same level of support by UNBC-FA members as actions of their own union. Accordingly, members respecting such picket lines which prevent them from carrying out their job functions on campus will receive strike pay as per section 9 of the UNBC-FA Job Action Policy.

**SERVICES TO BE WITHHELD DURING A STRIKE BY ANOTHER UNION AT UNBC:**

Unless otherwise directed or authorized by the UNBC-FA, Members are expected to not cross another union's picket line. This may also include withdrawal of services in all domains of work, including: (1) teaching, advising, mentoring, and supervising undergraduate and graduate students; (2) research, scholarship and creative activities; (3) professional practice activities and service; (4) attendance at scholarly conferences; and (5) preparation of grant applications. In exceptional circumstances, a Member may be granted access by the UNBC-FA to cross a picket line for the provision of animal and plant care in accordance with any Memorandum on Essential Services and/or Goodwill Agreement between the Employer and UNBC-FA.

**TIMELINES:**

Every effort should be made by the FA Vice President to identify situations before action is required, and the FA President should be in communication with other unions ahead of any scheduled bargaining to ensure timelines for potential job action by other unions on campus are known. When another union on campus successfully passes a strike vote:

1. Within 2 days, the FA President, in consultation with the Executive Director, Vice President and Past President, will develop a solidarity action plan which will be recommended to the Executive Committee for approval, and following approval will be referred to the Action Committee for implementation.

2. The Action Committee will be prepared to implement the plan within 10 days of receiving the referral. The Action Committee will develop a comprehensive task list as appropriate, and immediately constitute the subcommittees of the Action Committee assigning those tasks identified. The President will prepare a communication to the general membership which outlines the official position of the UNBC-FA:
  - (a) Where employees in a bargaining unit are on strike, UNBC-FA members have the right to refuse to cross picket lines. Members who exercise this right cannot be subject to disciplinary action;
  - (b) Members who choose to assist other employees by, for example, joining their picket lines or speaking in their support, cannot be subject to disciplinary action, threats, intimidation or harassment;
  - (c) Members must not perform the work of striking employees, nor should they be expected to perform their own work.

Within 5 days of the referral to the Action Committee, the logistical plan and budget details available at this point will be communicated to the Executive Committee for final approval prior to implementation.

**EMERGENCY PROVISIONS:**

It may not always be possible to anticipate job action by other unions, and the FA may be in a position where the timelines set out above will simply not work. In such exceptional cases, all groups should meet together to develop the solidarity action plan to avoid delays in approval and development stages at an emergency meeting that includes, where possible, the FA President, Vice President, Past President, Executive Director, Executive Committee, and the Action Committee.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.



Policy: ***Travel and Reimbursement Policy***  
Date of Implementation: ***October 2021***

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**PURPOSE:**

Members acting in the service of the Association who are required or directed to travel will be reimbursed for reasonable expenses incurred for travel.

This policy is intended to outline the types of expenditures that are and are not reimbursable by the Association, and inform travelers of their responsibilities to control and report travel related expenses.

**SCOPE:**

This policy applies to the following individuals:

1. Officers of the Association attending Council meetings or other Provincial and/or National meetings
2. Grievance Officer and Chief Negotiator attending related meetings or forums
3. Members of the Association attending meetings or conferences that have been pre-approved by the Executive Committee
4. Staff of the Association attending Council meetings or conferences that have been pre-approved by the Executive Committee

**PROCEDURES:**

On return from business related travel, a Member must complete and submit a travel expense claim form which is available on request from the FA Office. Original receipts must be attached to the claim form and signed by the Member. A Staff Member will review the claim form to ensure it is completed correctly before processing reimbursement.

The FA Staff Member is expected to:

- Verify the claim for reimbursement is appropriate, business-related and the costs are reasonable
- Ensure detailed receipts match the amount(s) submitted for reimbursement
- Discuss any expense that deviates substantially from this policy with the Member and Treasurer
- Process the claim for reimbursement in a timely manner

## **ELIGIBLE EXPENSES:**

Expenses for which reimbursement is permitted are outlined below:

### **1. Miscellaneous Expenses**

Miscellaneous expenses, such as a gift or honorarium, must be pre-approved by the President, and an original receipt must accompany the expense claim form.

### **2. Transportation**

Booking transportation should ideally be made through the FA Office with the assistance of the Association's staff. Where this is not reasonable or feasible to do so, a Member may book their own transportation and be reimbursed by the Association provided economy-class travel of the least-expensive, practical mode of public transportation was utilized. Original receipts must accompany the expense claim form.

Airline reservations should be booked as far in advance as possible to obtain the lowest available fare to help manage travel costs to the Association. In addition, where possible, unionized airlines are preferred.

Reasonable baggage and other airline fees will be reimbursed by the Association. In case of additional airline fees due to change fees, if the change occurred due to uncontrollable circumstances such as weather or directed by the Association, the Member will be reimbursed. Where the Member chose to change travel for any other circumstance that resulted in change fees, these fees will not be reimbursed by the Association.

Full reimbursement will be made for mileage on a personal vehicle at the rate of \$0.56 per kilometer. The amount of reimbursement for mileage will not exceed the lowest airfare available at the time of the meeting. The Association will not reimburse parking or traffic violation tickets and penalties.

Reimbursement will be provided for the cost of local travel from the point of arrival of a public carrier to and from the local destination using shuttle service if available and convenient, or taxi if pressed for time or handling heavy baggage, based on the submission of receipts.

Normally, reimbursement for the cost of a rental vehicle is not eligible for reimbursement where other shuttle services or taxis are available. Vehicle rentals must be pre-authorized by the Association if required for travel and are to be limited to a compact or mid-sized vehicle depending on need.

Full reimbursement will be made for parking or in-town taxis, based on submission of receipts. Sharing of taxis is strongly encouraged.

### **3. Accommodation**

Booking accommodations should ideally be made through the FA Office with the assistance of the Association's staff and billed directly to the Association. Where this is not reasonable or feasible to do so, a Member may book their own accommodations and be reimbursed by the Association on the basis

of reasonable economy room rates and taxes. Original receipts must accompany the expense claim form. Expenses incurred for room upgrades, entertainment, hospitality or extended stays will not be reimbursed by the Association. Members should ideally stay in accommodations where a negotiated government rate is available, unless a lower rate is available, and where the hotel is unionized.

#### **4. Meals and Per Diem Rates**

The Association supports the meals and per diem rates set by CUFA-BC and CAUT, and these rates may change from time to time. Reimbursement for meals not provided by the host conference or meeting organizers while in travel status, will be reimbursed without requiring submission of receipts based on the following per diem rate:

- Breakfast \$24.90
- Lunch \$25.20
- Dinner \$61.85
- Incidentals \$17.30
- Km Rate \$0.59

When a Member anticipates eating with volunteers, other Members or associates, a Member may pay for and request reimbursement for the meal provided the cost was reasonable and the meal discussion was related to business of the Association. A receipt must be submitted for reimbursement and the names of the individuals attending and the reason for the meeting must be noted on the back of the receipt.

#### **5. Long Distance**

The Association will reimburse a Member for the cost of long distance calls related to business of the Association.

#### **AUTHORITY:**

The Executive Committee has the authority to approve or amend this policy.

#### **RESPONSIBILITY:**

Establishing/maintaining standards for travel and expense procedures is the responsibility of the Treasurer and Executive Director. Changes to this policy shall be implemented only upon approval of the Executive Committee.



**Policy: Wendy L. Fellers Award**

**Date of Implementation: May 2019**

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**PURPOSE:**

The Wendy L. Fellers Award, endowed by Wendy Fellers, provides annual funding to support professional development, research, or research-related travel (including conferences) for Regular Term Members of the UNBC Faculty Association. This policy outlines the eligibility, application and selection criteria for the Award.

**SCOPE:**

All active UNBC Faculty Association Regular Term Members in good standing are eligible to apply for this Award. One award shall be given out annually in the Fall semester and the value of the award is \$500. A Regular Term Member shall only receive the Award one time. In the event that the Award funds are insufficient to allocate an award, no award will be given.

The UNBC FA Executive Director shall send out a call for applications for the Award to the membership on or before the Fall Annual General Meeting, and the deadline for submission shall be within ten (10) business days from the announcement. Applications shall be submitted electronically to the Executive Director, and the application:

- shall not exceed one page;
- shall explain how the funds will be used and how the Award will assist the Member in their research endeavors or professional development; and
- shall specify what service, if any, the applicant has carried out for the Faculty Association.

**SELECTION PROCESS:**

An adjudication committee consisting of Wendy Fellers, the Faculty Association President, and the Faculty Association Treasurer shall evaluate submissions within ten (10) business days from the deadline for receipt of applications, and shall select one recipient for the Award through unanimous decision. The selection of the recipient shall be made on the basis of the proposed use of the funds, as well as on the service the applicant has provided to the Faculty Association. The committee may choose not to make an award in any given year.

A general announcement of the recipient shall be made to the membership in the next Newsletter issued to the membership.

**AUTHORITY:**

The final decision on the recipient of an Award rests with the adjudication committee. The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

The Treasurer shall ensure compliance of this policy when preparing annual budgets for the UNBC-FA and that funds are available to support the annual allocation of the Award. The Treasurer shall also ensure that the award is distributed to the recipient in a timely manner.





**Committee: FA Action Committee Terms of Reference**

Date: April 2018

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**PURPOSE:**

To provide guidance and direction to individuals appointed to the FA Action Committee.

**SCOPE:**

**Structure and purpose**

These terms of reference apply to all FA representatives on the FA Action Committee, which is constituted according to section 6.5 (f) of the FA Constitution:

*Action Committee, which shall consist of the Chair, who is the Vice President, Treasurer, and four (4) members appointed by the Executive Committee. The mandate of the committee shall be: to ensure that a job action plan is in place immediately upon the start of the committee's term in office; to coordinate and plan all aspects of job action, including organizing and liaison with subcommittees; and to review and make recommendations to the Executive Committee on any job action policies or procedures.*

Developing and fostering solidarity within and between unions on campus is the responsibility of the UNBC FA Vice President, and as chair of the Action Committee, solidarity initiatives involving committee members is also expected.

**Duties and Responsibilities:**

Recommending the complete strike strategy and organization to the executive and to carry out the plan that the executive approves is the responsibility of the Action Committee. The overall strike strategy, complete with provisions for a strike headquarters, transportation, picket locations, food, telephone and office services, website management, picket line services and supplies, social events and communications will be developed in consultation with the other strike committees that the Action Committee oversees. The Action Committee coordinates all strike-related activities through its oversight of the other strike committees, which include:

- Picket Committee
- Finance committee
- Strike services committee
- Social events committee
- Communications committee
- FA strike adjudication committee

## **Other duties and responsibilities:**

The committee is tasked with other specific duties, which include:

- Distribution of a strike participation form for all members of the bargaining unit, which includes:
  - scheduling preferences for picketing;
  - alternate work that can be performed such as driving, food preparation, answering phone lines, website maintenance/development, etc;
  - collection of alternate e-mail addresses for members (in the event the employer shuts down UNBC e-mail access);
  - communication to the membership regarding what services are to be withheld during job action;
  - communication to the membership regarding the importance of and defining what it means to withhold labour.
- To obtain the necessary permissions, including permission for:
  - location of pickets;
  - location of portable toilets;
  - fire drums;
  - parking for strike vehicles (and noting locations on maps);
  - Consultation with the FA lawyer for any legal advice related to the strike.
- To contact local authorities who might close down any aspect of the strike, including:
  - The Fire Marshal;
  - The Ministries of Health and Environment;
  - The City Inspector of Buildings;
  - Local Police Department;
  - RCMP for picket-line training;
  - Any other agency that might legitimately regulate the placement of fire drums, portable toilets and parked vehicles.
- Oversee the need for picket line passes:
  - Appoint one person to adjudicate, review and handle FA picket line passes.
- Advise all members to remove everything they need from their offices prior to the strike such as laptop computers, files and books.
- Be familiar with the schedule of the North Central Labour Council (NCLC), and to attend meetings of the NCLC where possible.
- Be familiar with the schedule of the BC Federation of Labour (BCFED), and to attend meetings of the BCFED where possible, and subject to available funding.
- Be familiar with the schedule of the National Union of the Canadian Association of University Teachers (NUCAUT), and to attend meetings of NUCAUT where possible, and subject to available funding.
- The committee will recommend attendance of its members to the Executive Committee at the various labour councils, giving due consideration to representation and rotation.
- The committee will recommend to the executive and support activities for Member education on labour unions generally, and union activities including job action of the UNBC FA specifically.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the terms of reference of standing committees of the Executive.

**RESPONSIBILITY:**

Establishing or maintaining standards for UNBC-FA appointments to FA committees is the responsibility of the Executive Committee. The UNBC-FA President is responsible for ensuring FA appointees execute their duties and responsibilities.



**Policy: Terms of Reference – Equity Committee**

Date of Implementation: October 2018

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**PURPOSE:**

The purpose of these Terms of Reference is to provide clear guidance to the Equity Committee on the constitution, purpose, and role of the UNBC-FA.

**SCOPE:**

The Committee is a Standing Committee of the UNBC FA. The purpose of this committee is to advance equity for equity seeking groups, including but not limited to: Indigenous people, people from racialized groups and ethnic minorities, persons with disabilities, women, as well as gay, lesbian, bi-sexual, transgendered, and two- spirited persons.

The Committee shall make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate.

The Executive Committee shall consider the recommendations and either adopt the recommendations without amendment or make such amendments they deem appropriate and adopt the recommendations.

**GENERAL:**

*a. Structure*

- The Equity Committee shall consist of the Chair and four other members elected by the membership.
- The Chair shall be a member at-large appointed by the Executive.
- All active members of the Equity Committee shall have voting rights.
- The Executive Committee may appoint the Executive Director and/or Honorary Members to the Committee as ex officio members.
- Ex officio members shall not have voting rights.

*b. Mandate*

The mandate of the Committee shall be as follows:

- Provide advice for negotiations and arbitrations on salary and other economic benefits.
- Bring to the attention of the Association any identified inequities in the assignment of salaries, tenure, promotion and other benefits, or matters affecting the status of academics, including inequities associated with gender, minority status, or disability. Promote awareness of these issues at the University of Northern British Columbia.
- Monitor and identify inequities as outlined in Article 7 and 11.4 of the Collective Agreement.
- Regularly connect and consult with Members regarding issues of equity and prepare reports and recommendations for the Executive Committee.
- Monitor equity issues at other Canadian universities, and prepare reports on these for the Executive Committee.
- Liaise with the University Employment Equity Advisory Committee and report to the Executive Committee and Equity Committee (Article 11.4)

*c. Procedures*

- The committee shall provide a written or verbal report to the Executive at each meeting of that body.
- The committee shall meet once a month.
- At the beginning of each year the Committee shall identify priorities and establish a work plan for the coming year and submit it to the Executive for approval.
- The committee shall submit a written report for the Annual General Meeting.
- The committee shall write a submission to the FA Newsletter at least once a year.
- At least once a year the Committee shall organize and host an equity related event for Members.
- The committee shall make a recommendation for a Member to attend the CAUT Equity Conference.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the terms of reference of the Equity Committee, subject to the UNBC Faculty Association Constitution.

**RESPONSIBILITY:**

The UNBC-FA President is responsible for ensuring FA appointees execute their duties and responsibilities on this committee.



**Policy:**           **Terms of Reference: FA Representatives on University Committees**

Date of Implementation:           **November 2017**

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**PURPOSE:**

To provide guidance and direction to incoming individuals appointed or elected to University committees as Faculty Association representatives.

When making appointments or seeking nominations, the Executive Committee shall ensure equity, and broad representation across the university, whenever possible.

Only active or honorary Members of the Faculty Association can be appointed or elected to serve as a Faculty Association representative.

**SCOPE:**

These terms of reference apply to all Faculty Association representatives on University and Joint UNBCFA-Employer committees.

**Duties and Responsibilities:** Faculty Association appointments to University committees serve the purposes of ensuring that the collective agreement is upheld in committee work, allowing agreement-informed perspectives to be raised on committees, sharing committee perspectives to the Faculty Association, and identifying issues that the Faculty Association may need to be aware of.

Ongoing meaningful communication between Faculty Association representatives and the Executive Committee is critical to serving the mandate of Faculty Association appointments. The appointed or elected representative is expected to maintain the confidentiality of any confidential information or deliberations. However, it is also expected that the representative will report back to the Executive Committee on the procedural details of committee work as relevant to the work and mandate of the Faculty Association. Such reporting does not constitute a breach of confidentiality. To ensure maintenance of confidentiality, the representative will report to the Faculty Association President or another designated appropriate officer of the Executive Committee (who, in turn, will report during in-camera sessions as appropriate); or during in-camera sessions of the Executive Committee as appropriate.

It is expected that representatives:

1. Prior to serving on the committee:
  - a. Will be provided by the relevant committee chair(s) with the terms of reference for the committees to which they are appointed;

- b. Will be provided by the Executive Director with the terms of reference outlined herein;
  - c. Will be briefed by the Faculty Association President or designate on confidentiality and its extension to the Executive Committee;
  - d. Will be briefed by the Faculty Association President or designate on collective agreement, bargaining, or other issues and perspectives relevant to the committee to which they are appointed;
2. As the committee work progresses:
    - a. Will be briefed on Faculty Association perspectives by the Faculty Association President or Executive Committee;
    - b. Will prepare written or oral reports on committee work upon request by the Faculty Association President or Executive Committee;
  3. At conclusion of the committee work:
    - a. Will report committee deliberations and discussions in a timely fashion to the Executive Committee through meetings with the Faculty Association President or designate or at Executive Committee meetings if requested;
  4. Will not represent personal opinions as official positions of the Faculty Association
  5. Will contribute personal opinions to committee discussions
  6. Will contribute Faculty Association perspectives to committee discussions
  7. Will not engage in bargaining elements of the collective agreement or discussing bargaining issues as such, unless given the authority to do so by the Executive Committee through appointment to the bargaining team
  8. Will alert the Faculty Association President immediately if any issue arises on the committee which would constitute a breach of the Collective Agreement, or would otherwise be relevant and significant to the Faculty Association

The Faculty Association will pay for reasonable costs of a Member engaging in an activity as an appointed or elected representative, provided the costs are approved by the Executive Committee in advance of incurring any cost.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of Faculty Association representatives to University committees.

**RESPONSIBILITY:**

Establishing or maintaining standards for Faculty Association appointments to University committees is the responsibility of the Executive Committee. The Faculty Association President is responsible for ensuring Faculty Association representatives execute their duties and responsibilities.



**Policy: UNBC-FA Newsletter Committee-Terms of Reference**

**Date of Implementation: *October 2017***

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**PURPOSE:**

To provide clear guidelines on the constitution, purpose, and role of the UNBC-FA Newsletter Committee.

**SCOPE:**

***Structure and Purpose***

The Newsletter Committee shall comprise the Chair, President, Vice-President, Executive Director, and one Member-at-Large. The Chair shall be the Past President. The mandate of the committee shall be twofold:

- (i) to organize, assemble, and edit the UNBC-FA Newsletter at regular intervals (and no less frequently than twice per semester), providing a final copy of the newsletter to the President for authorization and, thereafter, to the Executive Director for distribution;
- (ii) to uphold the primary purpose of the newsletter, that is, to communicate to members and the academic community on UNBC-FA activities and perspectives from the Executive Committee on current issues.

***Procedures***

In August of each year in the committee's mandate, the Newsletter Committee shall identify a schedule and tentative theme for each edition of the newsletter. This schedule shall be reported to the Executive Committee for information and input at the September Executive committee meeting.

The committee shall provide a written or verbal report to the Executive Committee at each meeting of that body.

In negotiating years and as directed by the President, the Newsletter Committee shall coordinate, assemble, and edit special newsletters and bulletins to communicate bargaining-related matters.

In the event of job action and as directed by the President, the Newsletter Committee shall be reconstituted as the Communications Committee and will work in conjunction with the Action Committee.



**AUTHORITY:**

The UNBC-FA Executive Committee has the authority to approve or amend this policy.

**RESPONSIBILITY:**

Ensuring communication standards are followed is the responsibility of the Past President. Changes to this policy shall be implemented only upon approval of the Executive Committee.



**Policy: Terms of Reference for the Position of President**

Date of Implementation: June 2017

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**PURPOSE:**

To provide guidance and direction to incoming individuals elected to the position of President of the Faculty Association.

**SCOPE:**

The President's term of appointment is two years according to the ratified UNBC FA Constitution (by-law 3.1). As provided by the Constitution (bylaws 3.4(a) and (b)):

*The President shall preside at all meetings of the Association and of the Executive and shall be an ex officio member of all committees of the Association unless otherwise noted.*

*The President is the chief executive officer of the Association and shall supervise the other officers in the execution of their duties and ensure the Executive and the Association meet frequently enough that constitutional obligations of the Association are met.*

The President carries many more duties and responsibilities relating to their role as Chief Executive Officer; some of these are detailed in the Constitution, while others arise from FA policy and/or past practice.

**DUTIES AND RESPONSIBILITIES:**

- Be, or become, fully conversant with provisions of Faculty Association Constitution, Collective Agreement, FA policies, BC Labour Code, University Act, and other legislation, policies, and agreements
- Call special meetings of the general membership at their discretion and as required (as per bylaw 7.1 of the UNBC-FA Constitution)
- Participate in all meetings of the Grievance and Appeal Committee (as per 6.5 [a] of the UNBC-FA Constitution)
- Attend Senate meetings as a non-voting member of Senate; request a motion from the Executive Committee to appoint an Acting President to attend Senate meetings as a non-voting member of Senate in the President's absence
- Assist in Grievance Officer's duties as alternate representation for members in cases of member-member conflict, conflict of interest, or other circumstances requiring additional representatives
- Participate as an *ex officio* member (as required) in all standing committees, ad hoc committees, joint committees, subcommittees and negotiating teams of the Association (bylaw

- Serve as an authorized signing officer of the Association (bylaw 10.1)
- Supervise all other officers in the execution of their duties
- Supervise the Executive Director in the execution of their duties
- Chair hiring committees as needed for the Executive Director position
- Evaluate and mentor the Executive Director; provide formal evaluation at end of each Executive's term
- Negotiate the Executive Director's contract as needed (in consultation with the Executive)
- With Executive Director and Executive, engage in long-term/strategic planning
- Chair monthly Executive Committee meetings, presenting formal reports on Association business and other developments relevant to the work of the UNBC-FA
- Mentor new Executive members
- Meet with and advise members as requested/required
- Meet with and welcome all new members of the UNBC-FA
- Be responsible to authorize the content of any Newsletter prior to its distribution, and may choose to seek the direction of the Executive Committee
- Handle all media correspondence and interviews or delegate to the Vice President in the President's absence
- Communicate with members regularly and ensure regular publication of newsletters and other communications
- Ensure adequate member consultation, surveying, and outreach, especially during/preceding bargaining
- Monitors and ensures member mobilization and participation
- Ensure appropriate frequency and scheduling of Spring General Meeting and Fall Annual General Meeting; chair these meetings; and report to these meetings
- Chair the monthly Joint Consultation Committee Meeting
- Establish and chair working groups of the Faculty Association or recommend to the Executive alternative chairs for these working groups
- Draft or approve feedback from working groups on draft policies
- Identify policy gaps and draft FA policies
- Review and authorize (sign cheques) invoices for payment of services
- Represent the UNBC-FA at the CAUT council meetings in Ottawa in the Spring and/or Fall and vote on all business
- Represent the UNBC-FA at CAUT Western Regionals meetings
- Represent the UNBC-FA at the CUFA BC council meetings in Vancouver in the Spring and/or Fall and vote on all business
- Meet with the UNBC President on a regular basis
- Represent the UNBC-FA in media relations, especially during bargaining
- Consult with legal counsel and determine when such consultation is needed
- Direct creation of negotiating committee
- Participate in all pre-negotiation member consultation

- Work with Chief Negotiator to ensure communication between Executive and negotiating committee
- In consultation with Chief Negotiator and negotiating committee, lead Executive in establishing bargaining goals after consultation with members
- In job action:
  - Ensure solidarity and morale of members
  - Request funding from Defence Fund
  - Act with Chief Negotiator as public spokespersons for FA job action
  - Work with, coordinate, and oversee all job-action committees
  - Communicate with all external partners (e.g., Defence Fund, CAUT, CUFA)

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the President, except those provided for in the UNBC-FA Constitution.

**LEAVE OF ABSENCE:**

The provisions for addressing any leave of absence of the President will be in accordance with the UNBC-FA Constitution and any Faculty Association Leave of Absence Policy.

**RESPONSIBILITY:**

Establishing or maintaining standards for the President position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the President shall be implemented only upon approval of the Executive Committee, or by constitutional amendment in the case of constitutionally mandated duties and responsibilities.



**Policy: Terms of Reference for the Position of Vice President**

Date of Implementation: June 2017

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**PURPOSE:**

To provide guidance and direction to incoming individuals elected to the position of Vice President of the Faculty Association.

**SCOPE:**

The Vice President term of appointment is two years according to the ratified UNBC FA Constitution (by-law 3.1). The Vice President is generally expected to take a leadership role in driving solidarity initiatives for the Faculty Association. In addition, in accordance with by-law 3.4(c):

*“The Vice-President shall carry out the duties of the President during the President's absence. The Vice-President may be assigned other duties by the Executive.”*

**DUTIES AND RESPONSIBILITIES:**

- Be, or become, familiar with the Faculty Association Constitution, Collective Agreement, FA policies, BC Labour Code, University Act, and other legislation, policies and agreements
- Carry out the duties of the President during the President's absence including preside over monthly meetings chaired by the President
- Attend monthly Executive Committee meetings, and when required present ad hoc reports
- Attend the Spring General Meeting and Fall Annual General Meeting, and when required present ad hoc reports
- Serve on or Chair the monthly Joint Consultation Committee Meeting
- Serve as ex-officio member on all standing and ad hoc committees of the Faculty Association when required
- Chair working groups of the Faculty Association when required
- Review and authorize (sign cheques) invoices for payment of services
- Participate in CAUT council meetings in Ottawa in the Spring and/or Fall as appropriate
- Participate in CUFA BC council meetings in Vancouver in the Spring and/or Fall as appropriate
- Work with the Executive Director on issues arising at the Joint Consultation Committee meetings to inform the Executive Committee or to seek resolution as appropriate
- Serve as member of the Grievance and Appeal Committee, which may involve:
  - Preparation and attendance at arbitration and mediation proceedings
  - Be involved as a representative in member-to-member disputes when required
- Attend monthly Senate and Board of Governors public meetings, where possible

- Be advisory to the President of the Faculty Association on general matters

The leadership role of the Vice President on solidarity initiatives encompasses a wide range of activities, including:

- Chair the Action Committee in accordance with the Faculty Association's Policy on "Job Action", which is especially active around periods of collective bargaining, and very active during any job action
- Develop and lead solidarity activities and initiatives for the Faculty Association and between the unions on campus
- Serve as the primary Faculty Association's representative on the campus Solidarity Committee
- Represent the UNBC-FA at the BC Federation of Labour, the local labour council, and the CLC as required
- Liaise with or serve on the Events Committee (by-law 6.5(e))
- Review and recommend revisions to any solidarity or job action policies of the Faculty Association
- Liaise with regional members through the regional representative of the Executive Committee
- Develop and lead education initiatives and messaging to inform and build a strong union

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the Vice President, except as provided for in the UNBC-FA Constitution.

**LEAVE OF ABSENCE:**

The provisions for addressing any leave of absence of the Vice President will be in accordance with the UNBC-FA Constitution and any Faculty Association Leave of Absence Policy.

**RESPONSIBILITY:**

Establishing or maintaining standards for the Vice President position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the Vice President shall be implemented only upon approval of the Executive Committee. The President is responsible to ensure that the Vice President carries out their duties in accordance with this policy.



**Policy: Terms of Reference for the Position of Treasurer**

Date of Implementation: June 2017

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**PURPOSE:**

To provide guidance and direction to incoming individuals elected to the position of Treasurer of the Faculty Association.

**SCOPE:**

The Treasurer's term of appointment is two years according to the ratified UNBC FA Constitution (by-law 3.1) and by-law 3.4 (e) also states:

*"The Treasurer shall keep the financial records, including books of account, necessary to comply with the Society Act, and render an account of the financial position of the Association, including financial statements, to the Executive when required and to the membership at general meetings."*

**DUTIES AND RESPONSIBILITIES:**

- Be, or become, familiar with the Faculty Association Constitution, Collective Agreement, FA policies, and other relevant legislation, policies and agreements
- Develop a working knowledge of the Faculty Association Constitution, BC Societies Act, and FA policies and procedures related to financial matters of the Faculty Association
- Review the financial statements and reports prepared by the staff of the Association
- Attend and submit the following financial statements and reports at the monthly Executive Committee meeting: (1) Income Statement; (2) Comparative Income Statement; (3) Balance Sheet; (4) other reports as deemed necessary
- Attend and submit the following financial statements and reports at the Spring General Meeting and Fall Annual General Meeting: (1) Comparative Income Statement; (2) Balance Sheet; (3) Accountant's Review Engagement Report or Audited Financial Statements; (4) other reports as deemed necessary
- Work with the Executive Director in April/May to prepare the draft annual operating budget for presentation to the Executive Committee for approval in May/June
- Present the draft budget to the membership for approval at Fall AGM
- Meet with Executive Director and external accounting firm in August to review the annual review engagement financial statements year end June 30<sup>th</sup> prepared by the accounting firm
- Monitor maturity of investment accounts (i.e. GICs) and make recommendation to the Executive Committee for future investment
- Review director's insurance policy when up for renewal

- Review and ensure reserve funds of the Faculty Association are in compliance with the Constitution or Executive Committee/AGM motions
- Participate in liaison with the SCUB (Senate Committee on the University Budget) Faculty Association appointed representative on matters directed by the Executive Committee
- Review and authorize (sign cheques) invoices for payment of services
- Attend Board of Governors public meetings and Senate meetings where possible
- Review and advise the Faculty Association staff and/or Executive Committee on best practices of internal controls or policies regarding financial transactions
- Chair or serve as a member of the Finance Committee (by-law 6.5(c))
- Obtain and maintain the university's financial records, including audited financial statements, as they become available, including capital plans

During any job action and in accordance with the Faculty Association's Job Action Policy, the Treasurer will chair the Finance Committee. This will include monitoring all aspects of financial transactions during job action, including strike pay, and reporting to the President of the FA, as well as liaison with the CAUT Defense Fund Trustee.

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the Treasurer, except for those provided for in the UNBC-FA Constitution.

**LEAVE OF ABSENCE:**

The provisions for addressing any leave of absence of the Treasurer will be in accordance with the UNBC-FA Constitution and any Faculty Association Leave of Absence Policy.

**RESPONSIBILITY:**

Establishing or maintaining standards for the Treasurer position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the Treasurer shall be implemented only upon approval of the Executive Committee. The President is responsible to ensure that the Treasurer carries out their duties in accordance with this policy.





**Policy: Terms of Reference for the Position of Secretary**

Date of Implementation: June 2017

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**PURPOSE:**

To provide guidance and direction to incoming individuals elected by the Executive to the position of Secretary of the Faculty Association.

**SCOPE:**

The Secretary's term of appointment is two years according to the ratified UNBC FA Constitution (by-law 3.1). As per bylaw 4.5, a Secretary is selected from among the Members-at-Large:

*Following the election of the new Executive, a meeting of the Executive-elect shall be called by the outgoing President by June 1<sup>st</sup>. The Executive-elect shall elect a Secretary from among its newly elected members at-large. The outgoing President shall chair the meeting and shall vote only to break a tie. The membership shall be informed of the results of the meeting within ten working days of the meeting.*

Bylaw 3.4 (d) states that:

*The Secretary shall record minutes of all meetings of the Executive Committee and general meetings of the membership, and shall work with the Executive Director to ensure these minutes are properly maintained in the Faculty Association Office.*

**DUTIES AND RESPONSIBILITIES:**

- Be, or become, familiar with the Faculty Association Constitution, Collective Agreement, and FA policies
- Act as a signing officer of the Association as per bylaw 10.1
- Record and prepare ex-camera minutes of all UNBC-FA Executive Meetings
- Record and prepare in-camera minutes of all UNBC-FA Executive Meetings
- Record and prepare ex-camera minutes of all UNBC-FA General Meetings
- Revise and finalize draft minutes as directed by the Executive Committee
- Receive and include in Executive minutes any written reports, particularly from Grievance Officer and/or President
- Forward prepared draft minutes to the Executive Director of the UNBC-FA
- If absence from AGM or Executive meetings is anticipated, arrange Acting Secretary for meeting

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the Secretary, except those provided for in the UNBC-FA Constitution.

**LEAVE OF ABSENCE:**

The provisions for addressing any leave of absence of the Secretary will be in accordance with the UNBC-FA Constitution and any Faculty Association Leave of Absence Policy.

**RESPONSIBILITY:**

Establishing or maintaining standards for the Secretary position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the Secretary shall be implemented only upon approval of the Executive Committee or, where applicable, amendment of the UNBC-FA Constitution. The President is responsible to ensure that the Secretary carries out their duties in accordance with this policy.



**Policy: Terms of Reference for the Position of Grievance Officer**

Date of Implementation: June 2017

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**PURPOSE:**

To provide guidance and direction to individuals appointed to the position of Grievance Officer of the Faculty Association.

**SCOPE:**

The Grievance Officer shall be appointed by the Executive-elect within 60 days of taking office according to the ratified UNBC FA Constitution (by-law 3.1) and is a non-voting member of the Executive Committee. The term of appointment is generally two years. The Grievance Officer can be reappointed for subsequent terms.

The Grievance Officer is the first point of contact for members, and provides confidential advice and support to assist members in informal resolution of conflicts, complaints and disputes, and through the filing of formal grievances where appropriate. It is important that the Grievance Officer is able to demonstrate patience and empathy with members, at the same time as providing clarity on processes, and having the ability to make “tough” decisions.

**DUTIES AND RESPONSIBILITIES:**

The Grievance Officer is the Chair of the *Grievance and Appeal Committee* (by-law 6.5(a)) which shall consist of the Chair, President, Vice-President, and Executive Director. The mandate of the committee shall be to review or investigate complaints by individuals concerning their employment, tenure, promotion, salaries, and all other issues governed by the Faculty Agreement, and make recommendation to the Executive on matters that may proceed to grievance and/or arbitration.

Other duties and responsibilities include:

- Be, or become, familiar with the Faculty Association Constitution, Collective Agreement, FA policies, BC Labour Code, University Act, and other legislation, policies and agreements
- Chair biweekly Grievance and Appeal Committee meetings, and ad hoc meetings when required
- Attend and submit a grievance report at the monthly Executive Committee meetings
- Attend and submit a grievance report to the membership at the Spring General Meeting and Fall Annual General Meeting
- Collaborate with the Executive Director and Grievance and Appeal Committee in the preparation of motions that are to go before the Executive Committee, and the wording of correspondence to go to UNBC's Administration
- Attend ad hoc workshops, and other meetings as appropriate, and as recommended by the Executive Committee

- Be accessible to members throughout the year given grievance matters can arise at any time
- During a period of absence from campus, ensure that another member of the Grievance and Appeal Committee is temporarily assigned specific duties or responsibilities to ensure no disruption of services for the members
- Attend CAUT Senior Grievance Officer workshop (in Ottawa) in December of each year
- Consult directly with the Faculty Association's legal counsel on matters that require an independent legal opinion
- Be involved with the Faculty Association's legal counsel in preparing for arbitration and mediation proceedings, and attend the hearings
- Work directly with the member throughout all stages of the complaint, grievance or investigation process
- Is aware of the need for confidentiality when discussing grievance matters
- Provide advice to members on informal and formal processes to seek resolution
- Engage with UNBC administration on matters of concern to members and to seek resolution
- Be involved, as appropriate, and ensure proper representation is allocated to members in member-member disputes
- Attend monthly Senate and Board of Governors public meetings where possible
- Maintain active confidential files on complaints & grievances, and work with the Executive Director to ensure transition of files to the FA Office for proper archival storage

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the Grievance Officer, except those provided for in the UNBC-FA Constitution.

**LEAVE OF ABSENCE:**

The provisions for addressing any leave of absence of the Grievance Officer will be in accordance with the UNBC-FA Constitution and any Faculty Association Leave of Absence Policy.

**RESPONSIBILITY:**

Establishing or maintaining standards for the Grievance Officer position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the Grievance Officer shall be implemented only upon approval of the Executive Committee. The President is responsible to ensure that the Grievance Officer carries out their duties in accordance with this policy.



**Policy: Terms of Reference for the Position of Assistant Grievance Officer**

Date of Implementation: June 2022

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**PURPOSE:**

To provide guidance and direction to incoming individuals appointed to the position of Assistant Grievance Officer of the Faculty Association.

**SCOPE:**

The Assistant Grievance Officer shall be appointed by the Executive-elect within 60 days of taking office according to the ratified UNBC FA Constitution (by-law 3.1) and is a non-voting member of the Executive Committee. The term of appointment is generally two years. The Assistant Grievance Officer can be reappointed for subsequent terms though the Assistant Grievance Officer may subsequently be appointed as the Grievance Officer when the term of the Grievance Officer expires. The Assistant Grievance Officer will receive one course stipend and/or buyout per academic year.

The Assistant Grievance Officer may receive inquiries directly from members, and refers them to the Grievance Officer who is the first point of contact for members. The Assistant Grievance Officer provides confidential advice and support to assist members in informal resolution of conflicts, complaints and disputes, and through the filing of formal grievances where appropriate and where directed by the Grievance Officer. It is important that the Assistant Grievance Officer be able to demonstrate patience and empathy with members while at the same time providing clarity on processes and having the ability to make “tough” decisions in collaboration with the Grievance Officer. The expectation is that the Assistant Grievance Officer devote approximately five hours per week to this position though this is not evenly spread out across all weeks.

**Duties and Responsibilities:**

The Assistant Grievance Officer is a member of the *Grievance and Appeal Committee* (by-law 6.5(a)) which is Chaired by the Grievance Officer and shall consist of the Chair, President, Vice-President, Executive Director, and Assistant Grievance Officer. The mandate of the committee shall be to review or investigate complaints by individuals concerning their employment, tenure, promotion, salaries, and all other issues governed by the Faculty Agreement, and make recommendations to the Executive on matters that may proceed to grievance and/or arbitration.

Other duties and responsibilities include:

- Be, or become, familiar with the Faculty Association Constitution, Collective Agreement, FA policies, BC Labour Code, University Act, and other legislation, policies and agreements
- Attend ad hoc workshops, and other meetings as appropriate, and as recommended by the Executive Committee

- Take direction from the Grievance Officer about which cases to take the lead on working in collaboration with and regularly updating the Grievance Officer
- Take on the duties of the Grievance Officer when the Grievance Officer is absent
- Be accessible to members throughout the year given grievance matters can arise at any time
- During a period of absence from campus, ensure that another member of the *Grievance and Appeal Committee* is temporarily assigned specific duties or responsibilities to ensure no disruption of services for the members
- Works directly with the member throughout all stages of the complaint, grievance or investigation process, in consultation with the Grievance Officer
- Is aware of the need for confidentiality when discussing grievance matters
- Provide advice to members on informal and formal processes to seek resolution
- Occasionally engage with UNBC administration on matters of concern to members and to seek resolution
- Participate in mediation and arbitration hearings and attend meetings with legal counsel as required and as directed by the Grievance and Appeal Committee
- Conduct research related to a particular grievance, as assigned by the Grievance and Appeal Committee
- Attend monthly Senate and Board of Governors public meetings where possible
- Maintain active confidential files on complaints & grievances and work with the Grievance Officer and Executive Director to ensure transition of files to the FA Office for proper archival storage

**AUTHORITY:**

The Executive Committee has the authority to approve or amend the duties and responsibilities of the Assistant Grievance Officer, except those provided for in the UNBC-FA Constitution.

**RESPONSIBILITY:**

Establishing or maintaining standards for the Assistant Grievance Officer position is the responsibility of the Executive Committee. Changes to duties and responsibilities of the Assistant Grievance Officer shall be implemented only upon approval of the Executive Committee. The President is responsible to ensure that the Assistant Grievance Officer carries out their duties in accordance with this policy.