



Subject	WORKLOAD CREDIT FOR TRAVEL TIME (formerly titled "8.07 Workload Credit for Travel Time")		
Procedure Section	7 Workload and Work Schedule		
No.	7.04		
Exempt Employment Policy References	Not Applicable		
Collective Agreement References	Faculty Vocational	Article 19 Workloads for College Professors, clause 19.4.3.5 Article 13 Duties, Responsibilities and Workloads, clause 13.2 (e)	
Forms & Other Reference Material			
Status of Approval	Approved	13-June-2013	Chris Rawson

PREAMBLE:

OC provides a credit towards workload for continuing College Professors and Vocational Instructors who have an assigned workload involving travel between campuses or centres.

PROCEDURE:

1. Faculty – College Professors

- a. Travel time to an adjacent campus is credited as one hour each way.
- b. Travel time to a non-adjacent campus is credited as two hours each way.

2. Vocational Instructors

When a Vocational Instructor from one centre is assigned duties at another centre, each two hours of travel time between centres shall equal one assigned duty hour. The formula is as follows:

$$\text{actual travel time} / 2$$

The following table details the actual travel time amounts to be used in the calculation of workload credit for Vocational Instructors:

<u>Between:</u>	<u>and:</u>	<u>actual travel time:</u>
KLO	Penno Road	0.5 hour each way
KLO	Summerland	0.5 hour each way
KLO	Vernon	1.0 hour each way
KLO	Penticton	1.0 hour each way
Penticton	Oliver	0.5 hour each way
Penticton	Osoyoos	1.0 hour each way
KLO	Salmon Arm	1.5 hours each way
Vernon	Salmon Arm	1.0 hour each way
Salmon Arm	Revelstoke	1.15 hours each way

3. While term College Professors and non-regular Vocational Instructors do not get workload credit for travel time they do receive travel expenses for the kilometres that they travel between campuses and/or centres.
4. Employees do not receive workload credit or travel expenses between their home and their assigned campus.