



Subject	CLASS PREPARATION TIME (Vocational Instructors) (formerly titled “3.06 Preparation Time – Vocational Instructors”)
Procedure Section	7 Workload and Work Schedule
No.	7.05
Exempt Employment Policy References	
Collective Agreement References	Vocational Article 13 (Duties, Responsibilities and Workloads, clause 13.3)
Forms & Other Reference Material	
Status of Approval	Approved 13-June-2013 Chris Rawson

PREAMBLE:

The collective agreement between the College and the BCGEU Vocational Instructors indicates that in addition to instructional hours, instructors shall undertake the associated course preparation, student contact, marking, and other functions and responsibilities required to deliver the course within their total assigned instructional hours.

This procedure applies to Vocational Instructors who may be new to the institution or who are teaching a course for the first time.

PROCEDURE:

1. While there is no contractual obligation to provide additional time for preparation, it may be fair and reasonable to allocate some time for those instructors who are new to the institution, or who are teaching a course for the first time.
2. This preparation time may be provided at the discretion of the Dean, with costs attributed to the portfolio’s budget.