



Subject	DISTANCE EDUCATION COURSE DEVELOPMENT AND REVISIONS (Vocational) (formerly titled "10.22 Distance Education Course Development (Vocational)")
Procedure Section	7 Workload and Work Schedule
No.	7.08
Exempt Employment Policy References	
Collective Agreement References	Vocational Article 8 (Appointment Categories), Clause 8.7 Right of First Refusal Appendix B (Training Programs) Appendix A (Wage Scale) BCGEU Com. Agreement Article 6.6 (Education Technology / Distributed Learning)
Forms & Other Reference Material	
Status of Approval	Approved 14-Jun-2013 Chris Rawson

PREAMBLE:

The College maintains the right to assign the development and revision of distance education courses to ensure that such work is carried out by the best qualified individual and in the most effective manner possible.

The decision on whether to enlist the services of a current Vocational Instructor or to acquire the services of an additional resource to develop or revise distance education courses is made by the academic portfolio.

When distance education course development or revision work is required for programs listed in Appendix B – Training Programs of the collective agreement with the BCGEU Vocational Instructors, the following procedure will apply.

PROCEDURE:

1. The Director, Continuing Studies determines whether or not to proceed with proposals for distance education course development or revision work based on whether the costs can be funded out of the available divisional budget.
2. If a decision to proceed is made, the appropriate department chair will be notified, and the current regular employees in the appropriate program will have right of first refusal, to be assigned to the work for which they are qualified.
3. If no regular employee claims the work, the work may be offered to a non-regular employee with right of first refusal provided the employee has given satisfactory service and the designated supervisor and the department are in agreement.
4. Where two or more employees are eligible for right of first refusal for the same work, the employee with the most seniority shall be offered the work.

5. In the event that the position cannot be filled by 2, 3, and 4 above, Continuing Studies will post and advertise the position and a selection committee will be established in accordance with the collective agreement.
6. The department forwards required information about the appointment to Continuing Studies who is responsible for completing staffing forms and submitting them to Human Resources.
7. Vocational Instructors who are appointed to develop and/or revise distance educational programs listed in Appendix B are paid their regular rate of pay as listed in Appendix A - Wage Scale of the BCGEU Vocational Instructors Collective Agreement.
8. Regular employees not on leave without pay who receive an appointment in accordance with point 5 above, will not be eligible for any payment in lieu of vacation or benefits. Non-Regular employees not in receipt of benefits will receive 10% in lieu of vacation and 4% in lieu of benefits.