



<b>Subject</b>	<b>DISTANCE EDUCATION TUTOR WORK (Vocational)</b> (formerly titled "10.13 Distance Education Courses")		
<b>Procedure Section</b>	<b>7 Workload and Work Schedule</b>		
<b>No.</b>	7.10		
<b>Exempt Employment Policy References</b>			
<b>Collective Agreement References</b>	Vocational	Article 8 (Appointment Categories, Clause 8.7 Right of First Refusal) Article 17 (Distance Education Courses) Appendix B (Training Programs)	
<b>Forms &amp; Other Reference Material</b>	BCGEU Com. Agreement Article 6.6 (Education Technology/ Distributed Learning)		
<b>Status of Approval</b>	Approved	14-Jun-2013	Chris Rawson

**PREAMBLE:**

The collective agreement between the College and the BCGEU Vocational Instructors provides for departmental notification and the offering of Distance Education Tutor work based on right of first refusal.

When the assignment of Distance Education Tutor work is required for programs listed in Appendix B of the collective agreement, the following procedure will apply.

**PROCEDURE:**

1. When Continuing Studies intends to offer a distance education course within one of the programs listed in Appendix B, it notifies the appropriate department chair,
2. Employees on a regular appointment will have the right to the additional work for which they are qualified, on a seniority basis, subject to Clause 8.6 (d) of the collective agreement
3. If no employees on a regular appointment accept the work, non-regular employees in the appropriate department will be offered right of first refusal for the distance education tutor work for which they are qualified, subject to Clause 8.7 of the collective agreement
4. If no employee with right of first refusal claims the work and the work is under six (6) months duration it may be offered to a former distance education tutor provided the individual has given satisfactory service and the designated supervisor and the department are in agreement. "Former" in the context of this procedure refers to an individual who has been employed as a Vocational Instructor and who has performed distance education tutor work in a program listed in Appendix B and who has not had a break of 36 consecutive weeks during which no work has been performed for the College.
5. If an employee or former distance education tutor accepts the work, the details of the appointment will be forwarded to Continuing Studies who will complete staffing forms and submit them to Human Resources.

6. In the event that the position cannot be filled by 2, 3 or 4 above or if the work is for longer than six months duration, Continuing Studies will post and advertise the position and a selection committee will be established in accordance with the collective agreement.
7. Once a successful applicant is selected Continuing Studies will complete staffing forms and submit them to Human Resources.
8. Part-time distance education tutors and full-time employees who assume a distance education tutoring assignment are paid in accordance with Article 17 (c) of the BCGEU collective agreement.
9. 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.
10. Employees and former distance education tutors who accept distance education tutoring assignments have no specific rights to receive further assignments. That is, if Continuing Studies decides to offer the program in a subsequent college year, this procedure must be re-initiated.