



HUMAN RESOURCES

Subject	SELECTION COMMITTEE EXPENSES (formerly titled "Guidelines For Reimbursement – Selection Committees")		
Procedure Section	Recruitment and Selection		
No.	2.02a		
Exempt Employment Policy References	Not applicable		
Collective Agreement References	Faculty Vocational Instructors Support Staff	Article 41 Articles 42 and 43 Articles 66 and 67	
Forms & Other Reference Material	Hospitality Policy E 1.1 Mileage Reimbursement Policy E.1.3 myOkanagan > Employee > OC Express – Forms > Finance > Expense Claim Excel		
Status of Approval	Approved	November 21, 2014	Chris Rawson

PREAMBLE:

Okanagan College will reimburse eligible expenses incurred by members of a Selection Committee during the course of the selection process for potential employees. These expenses are paid from a central budget managed by the Human Resources Division.

PROCEDURE:

Eligible expenses

1. Mileage for selection committee members travelling from another centre will be based on the rate stipulated in the applicable collective agreement or terms and conditions for exempt staff, as appropriate.
2. Mileage for assigned selection committee member(s) to pick up or return candidates to and from the airport or their hotel will be based on the rate stipulated in the applicable collective agreement or terms and conditions for exempt staff, as appropriate.
3. Meals, Refreshments and Light Snacks
 - (a) On a day-to-day basis, employees are responsible for their own costs of meals, beverages and snacks for personal consumption. In most instances selection committee members will not be reimbursed for these expenses. Exceptions are as follows:
 - i. A member of a selection committee who is on travel status and eligible for subsistence allowance (meal allowance) will be reimbursed in accordance with the applicable collective agreement or terms and conditions of employment for exempt staff, as applicable, unless a meal is provided in accordance with sections 3 (a) iii or iv below.
 - ii. Refreshments (coffee, tea, water, juice) and light snacks (muffins, cookies, or fruit) may be provided for selection committee meetings of two hours or longer,

or when the meetings are outside of regular College hours. Prior approval by Human Resources for expenses of this nature is required and is limited to a maximum expenditure of \$8.00 per person, exclusive of tax..

- iii. In special circumstances, where meetings of the selection committee members are unavoidably required to take place during the lunch or dinner period, then lunch or dinner may be provided for the entire committee. With the exception of those selection committees chaired by the President or a Vice President, prior approval by Human Resources for expenses of this nature is required. The amounts paid will be limited to a maximum of \$13.00 per person for lunch or \$22.00 per person for dinner, exclusive of tax and gratuities which may be paid to outside catering providers.

Gratuities are discretionary to a maximum of fifteen percent (15%) of the pre-tax expense.

- iv. In some instances a selection committee may as part of the selection process decide to delegate certain members of the committee and others to accompany a candidate for a meal. This relates to the selection of candidates for Executive and Leadership Team positions and does not normally apply to other positions within the College. Exceptions may be approved by Human Resources. Expenses under these arrangements are governed by the Hospitality Policy.
- v. Expenses for reimbursement of meals, refreshments and light snacks under sections 3 (a) (ii), (iii), and (iv), above, are to be claimed by the person with the most senior position classification in attendance.
- vi. An employee may not submit a receipted or un-receipted expense for the same meal that has been provided under a selection committee process.

- (b) Meals will not be provided during the long or short listing process, except for subsistence allowance, refreshments and light snacks as stated in section 3 (a) (i) and (ii) above.

Selection Committee members must send their completed “**Expense Claim**” form, including **ALL ORIGINAL RECEIPTS**, to the attention of the **Manager, Employee & Labour Relations**, at:

**Okanagan College
Human Resources Division
1000 KLO Road
Kelowna, BC V1Y 4X8**

Please ensure the **Expense Claim** form includes your **full legal name**, mailing address and postal code as well as the **competition number** and **title of the position** related to the competition.

PLEASE NOTE: *If receipts are required for personal use, please make copies before submitting the originals to Okanagan College for reimbursement.*