

# Labour Relations Division Services

- Negotiation, interpretation and administration of the Collective Agreements.
- Recruitment/advertising.
- Salary Administration and Job Evaluation.
- Grievance resolution/arbitration.
- Management advice re: Labour Relations issues.
- Staffing.

# Who's Who

- Stu Brennan, ext. 4290
- Eleanor James, ext. 4419
- Lynn Phillips, Support Staff Agreement, Administrative policy and job evaluation. ext. 4253
- Tena McKenzie, F.A. Agreement, ext. 4543
- Paula Demers, Vocational Agreement, ext. 4291
- Audrey Hiscock, Aux. Staffing/recruitment for support and administration, ext. 4235
- Carmen Nadon, Recruitment for Faculty and Vocational / All advertising, ext. 4650

# Relocation

# Eligibility

- Hired through open competition
- assigned centre must be 32 km from employees current residence
- term or non-regular employees must have an appointment of eight continuous months or more

# Forgivable Loan

- Tenure-track, regular or continuing
  - retired over 36 months of service
- Term or non-regular employees
  - retired at the end of their appointment

# Eligible Expenses

- Packing/transportation of household goods to the assigned centre
- travel costs for the employee and family
- disconnecting/reconnecting major appliances
- maximum of three days interim lodging and meal expenses

# Excluded Expenses

- Real estate commissions, legal fees, telephone, computer and cable installations
- items purchased for the move that have a lifetime greater than the duration of the move

# Special Circumstances

- If there is a special circumstance with an employee's situation, please contact LR before agreeing to anything.

# Timelines

- Expenses must be incurred and submitted to OUC within one year of the appointment date.

# Reimbursement

- Employee submits Expense Claim to LR for review
- LR prepares Loan Document
- Expense Claim is forwarded to RCM Manager for signature, once signed, Loan Document is forwarded to employee
- When Loan Document is signed by employee and returned to LR, Expense Claim is sent to Finance for processing.

# Transfer Expenses

- Only refers to regular, tenure-track
- Voluntary transfer expenses are not paid by OUC
- OUC initiated transfer expenses are paid by RCM unit and could be in excess of \$10,000

# Recruitment





Okanagan University College

Memorandum

**LABOUR RELATIONS DIVISION**

Tel: 862-5620 Fax: 862-5623

**TO:** Associate VP's, Deans, Associate Deans, Principals, Directors,  
Managers and Program Administrators

**FROM:** Carmen Nadon

**DATE:** September 2, 2003

**RE:** Recruitment Advertising Cut-Off Dates

The following information details the deadlines for advertising in various publications and may be useful to you in planning your recruitment requirements. Please note that statutory holidays may affect cut-off dates and times.

<u>PUBLICATION</u>	<u>ISSUE</u>	<u>POSTING/ADVERTISING</u>	<u>REQUEST SUBMISSION CUT-OFF TO LR</u>	<u>PUBLICATION DATE</u>
<u>COMMUNITY PAPERS WITHIN BC</u>				
<u>Kelowna Capital News</u> Classifieds	Friday Sunday (Best day)		<b>Monday noon</b> <b>Wednesday noon</b>	Friday same week Sunday same week
<u>Kelowna Daily Courier</u> Classifieds	Wednesday		<b>Friday noon</b>	Wednesday following week
<u>Okanagan Saturday</u> Career Opportunities (Valley Wide coverage – Kelowna Courier, Penticton Herald & Vernon Star)	Saturday		<b>Tuesday noon</b>	Saturday same week
<u>Oliver Chronicle</u>	Wednesday		<b>Friday noon</b>	Wednesday following week
<u>Osoyoos Times</u>	Wednesday		<b>Friday noon</b>	Wednesday following week
<u>Penticton Herald</u>	Friday		<b>Monday noon</b>	Friday same week

<u>PUBLICATION</u>	<u>POSTING/ADVERTISING ISSUE</u>	<u>REQUEST SUBMISSION CUT-OFF TO LR</u>
<i><u>Revelstoke Times Review</u></i>	Wednesday	Thursday noon
<i><u>Salmon Arm Observer</u></i>	Wednesday	Friday noon
<i><u>Similkameen Spotlight</u></i>	Wednesday	Wednesday noon
<i><u>Southern Exposure</u></i>	Saturday	Monday noon
<i><u>Summerland Review</u></i>	Thursday	Friday noon
<i><u>Vernon Morning Star</u></i>	Friday Sunday (Best day)	Monday noon Wednesday noon
<b><u>MAJOR DAILY NEWSPAPERS - Careers Section</u></b>		
<i><u>Calgary Herald</u></i>	Saturday (Best day)	Tuesday noon
<i><u>Edmonton Journal</u></i>	Saturday (Best day)	Tuesday noon
<i><u>Vancouver Province &amp; /or Vancouver Sun</u></i>	Sunday & Wednesday Saturday & Wednesday (2 days mandatory, OR it can be one day in each paper = Sat. & Sun.)	Tuesday noon Tuesday noon
<b><u>NATIONAL PAPER – Careers Section</u></b>		
<i><u>Toronto Globe &amp; Mail</u></i> (3 days mandatory) Western Edition (half the cost of the National Ed.) and hits every market West of ON (MB, SK, AB & BC).	Wed., Fri., & a Mon. OR Sat.	Friday noon
<b><u>OTHER</u></b>		
<i><u>University Affairs</u></i>	October 2003 November 2003 December 2003 January 2004 February 2004	August 20, 2003 September 16, 2003 October 15, 2003 November 11, 2003 December 16, 2003

<u>PUBLICATION</u>	<u>POSTING/ADVERTISING ISSUE</u>	<u>REQUEST SUBMISSION CUT-OFF TO HR</u>
<u>University Affairs</u> (cont'd.)	March 2004	January 20, 2004
	April 2004	February 17, 2004
	May 2004	March 16, 2004
	June/July/Aug./Sep. 2004	Not set yet
<u>CAUT Bulletin</u>	October 2003	September 4, 2003
	November 2003	October 6, 2003
	December 2003	November 4, 2003
	January 2004	November 27, 2003
	February 2004	January 5, 2004
	March 2004	February 4, 2004
	April 2004	March 3, 2004
	May 2004	April 2, 2004
	June 2004	May 4, 2004
	July 2004	Not set yet
	August 2004	Not set yet
	September 2004	Not set yet

Please do not hesitate to contact me at local 4650, if I can be of any further assistance.

Yours truly,

Carmen Nadon  
Recruitment Clerk

cc:	Katy Bindon	Dawn Pannell	Tena
McKenzie	Lea-Ann Arnold	Val Whitten	Karen Markle
	Wendy Kennedy	Wendy Mohns	Shirley
	Connie Neid		
Marshall	Shelagh Donnelly	Heidi Zeunert	Dawn Larsen
	Angie March	Arluene King	Carrol
	Marian Gruber		
Pidhaichuk	Pat Thiessen	Lynn Phillips	Cathy King
	Audrey Hiscock	Georgia McLeod	Joan Smeyers
	Carol Wilson	Dianne Powles	Lara Jennings
	Brenda Ridgley		
	Sharon Oliver		

Department Chairs

OKANAGAN UNIVERSITY COLLEGE



## Employment Opportunity

Okanagan University College is a comprehensive, multi-campus institution delivering post-secondary education and training to the population in British Columbia's Southern Interior. With 7,000 full- and part-time students enrolled in vocational, developmental, applied and academic programs, OUC is focused on developing new and more responsive answers to the learning needs of an evolving society and economy.

OUC is currently seeking applications for the following position:

**ASSISTANT PROFESSOR, COMPUTER SCIENCE**  
**Faculty of Science – Salmon Arm**  
 Competition No. 40FAC03  
 Tenure-track appointment  
 Closing Date: May 15, 2003  
**Please note: This position is subject to final budgetary approval.**

Full details on this and other positions currently open at Okanagan University College may be viewed on our website at: [www.ouc.bc.ca/jobpostings](http://www.ouc.bc.ca/jobpostings)

Okanagan University College wishes to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted. In accordance with Canadian Immigration requirements, priority will be given to Canadian Citizens and Landed Immigrants (permanent residents) of Canada.

[www.ouc.bc.ca](http://www.ouc.bc.ca)



Okanagan University College

Giovanni Book 18/21 Fl. Right

Giovanni Book 8/9.5 Justified  
Standard Intro

Giovanni Black 12/13 Quadcentred  
All Caps

Giovanni Black 9/10 FL Left

Giovanni Book 8/9.5 Justified  
Standard Closing Paragraph

#### Okanagan Saturday Sample

Col. Width: 4 column 4 9/16 or 4.5625  
 Height: 66 agates 4.715

Cost: 4 x 66 = 264 lines total  
 x Line rate \$1.11  
 Total: \$293.04 plus GST

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#### Vancouver Sun Sample

Col. Width: 4 column 4 1/2 or 4.5  
Height: 66 agates 4,715

Cost: 4 x 66 = 264 lines total  
x Line rate \$15.20  
Total: \$4,012.80 plus GST

#### Calgary Herald Sample

Col. Width: 4 column 4 1/2 or 4.5  
Height: 66 agates 4,715

Cost: 4 x 66 = 264 lines total  
x Line rate \$8.15  
Total: \$2,151.60 plus GST

OKANAGAN UNIVERSITY COLLEGE

**Employment Opportunity**



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**Globe & Mail Sample**

Col. Width: 2 column 4 1/16 or 4.09  
 Height: 72 agates 4.143

Cost: 2 x 72 = 144 lines total  
 x Line rate \$37.50  
 Total: \$5,400.00 plus GST

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**University Affairs Sample**

Col. Width:	3 column	5
Height:	64 agates	4.571
Cost:	3 x 64 = 192 lines total x Line rate \$4.25	Total: \$816.00 plus GST

OKANAGAN UNIVERSITY COLLEGE

**Employment Opportunities**



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OUC is currently seeking applications for the following positions:

**1) ASSISTANT PROFESSORS  
BUSINESS ADMINISTRATION**

**Faculty of Business**

Closing Dates: February 28, 2003

Competition No. 09FAC03

Term (full-time) appointment

Vernon

Competition No. 10FAC03

Term (full-time) appointment

Kelowna

Competition No. 11FAC03

Term (part-time) appointment

Vernon, Penticton and/or Kelowna

**2) ACCOMMODATIONS CLERK  
HOUSING & FOOD SERVICES**

**Finance & Analysis - Kelowna**

Competition No. 02AUX03W

Auxiliary (full-time) appointment

Closing Date: February 14, 2003

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**Okanagan Saturday Sample**

Col. Width: 4 column  
4 9/16 or 4.5625  
Height: 97 agates  
6.877  
Cost: 4 x 96 = 264 lines total  
x Line rate \$1.11  
Total: \$426.24 plus GST

**Computer Science**

Okanagan University College is a comprehensive, multi-campus institution delivering post-secondary education and training to the population in British Columbia's Southern Interior. With 7,000 full- and part-time students enrolled in vocational, developmental, applied and academic programs, OUC is focused on developing new and more responsive answers to the learning needs of an evolving society and economy. OUC is currently seeking applications for the following position:  
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**University Affairs Text Ad Sample**

Col. Width: 1 column  
Word count: 156 words  
Cost: 156 words x 1.24 per word  
Total: \$193.44 plus GST

# Interviewing Expenses

- Policy has not changed
- Procedure change:
  - RCM Manager(s) review and approve Expense Claim form and forward directly to Finance

# Recruitment/Relocation Costs

- Funds to cover recruitment/relocation costs comes from the savings of salary costs while the position is vacant.
  
- With the exception of .....

# Central Funds

- Extended Study Leave (based on 3% of tenure-track salaries)
- Sick-leave (over 10 days; physician's note required)
- Recruitment limited central fund (requires Labour Relations approval)

# Receipts

- OUC cannot reimburse for any expenses without original receipts
- Once final Expense Claims have been submitted to Finance they become the property of OUC; receipts will not be returned

# Compensation

- Evaluation System used to determine the value of the Job.
- Classification Creep.
- Increased costs resulting from reclassification are the responsibility of the RCM unit.

# Grievances

- The Unit is responsible for costs resulting from improper application of the Collective Agreement.
- Consistency of application is required.
- Arbitrations are funded by Labour Relations
- OUC's interpretation of the agreement must be followed. If in doubt give us a shout.

# Employment costs to consider.

- Cost of benefits
- Severance costs (particularly in external contracts)
- Demographics – In B.C. 45% of faculty will be eligible to retire in the next 10 years.  
Look at your profile and future hiring needs.

# The Future

- We are currently in negotiations with the support staff.
- Both faculty agreements are ending in 04. This provides an opportunity to make needed changes to support the RCM model needs.
- Input is needed.
- How do we recognize and reward good performance.

# Issue Identification

- What are the issues that need to be addressed?