



Title	BOARD OF GOVERNORS – Employee Members
Policy Area	Governance, Board Governance
Policy Number <i>(to be assigned by Information Services)</i>	C.2.4
See also <i>(related policies)</i>	Board of Governors Bylaws

Effective Date of Policy:	June 27, 2007
Approval Date:	June 26, 2007
Applies to:	Board of Governors and Employees
Approving Body:	Board of Governors
Supersedes:	OUC Policy Manual dated October 20, 1995; OC Board of Governors June 28, 2005;
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Board of Governors	Secretary, Board of Governors

Policy Statement

- 1.0 Participation as a member of the Board is a voluntary activity. Board members, including those who are employees, are expected to contribute personal time for this purpose.
- 2.0 The College will use reasonable efforts to accommodate an Okanagan College employee's work schedule and the Board's meeting schedule to allow the employee members to attend Board meetings.

Policy Details and Procedures

3.0 Employee Board Members:

3.1 Support Staff Member

- a. The Board will endeavor to arrange the time of its meetings such that the member can attend with minimal effect on her or his work-related duties.
- b. The administration will endeavor to accommodate the member's attendance at Board meetings by permitting flexible arrangements with respect to the member's work-related duties where possible.
- c. The member will make up missed work time where this is deemed necessary by the supervisor. Additional salary, at the discretion of the employee's supervisor in consultation with the Manager, Employee and Labour Relations, may be paid to the member under such circumstances. The supervisor shall discuss the specific arrangements with the member in advance.
- d. Board members occasionally attend meetings of organizations to which OC belongs, such as ACCC, or participate in developmental activities for Board members which would require the member to be absent from her or his work-related duties.
- e. The decision as to whether the member can be absent for such purposes will be made by the member's supervisor. The supervisor will endeavor to be as accommodating as possible. In some circumstances, it may be necessary to make up some or all of the work time which is lost. Additional salary may be paid to the member under such circumstances. The supervisor shall discuss the specific arrangement with the member in advance.
- f. Additional salary paid to the member as a consequence of items 3 and/or 4 shall not exceed a total on an annual basis of the amount of the honorarium paid to appointed members. No additional salary will be paid to the member for time worked beyond the cumulative amount that is equivalent to the honorarium.
- g. There may be occasions where the nature of an employee's work-related duties would make it impossible or very difficult for the employee to be absent during regular working hours to attend Board meetings. Any person contemplating running for election to the Board should discuss the arrangements that may be necessary with her or his supervisor prior to seeking or agreeing to being nominated. The supervisor will endeavor to be as accommodating as possible without compromising the work done by the unit to which the employee belongs.

3.2 Member of Instructional Staff

- a. The Board will endeavor to arrange the time of its meetings such that the member can attend with minimal effects on her or his teaching duties.

- b. The administration will endeavor to accommodate the member's attendance at Board meetings by arranging the member's teaching schedule to accommodate the Board's meeting schedule where possible.
 - c. The member will make up missed classes where this is deemed necessary by the supervisor. Additional salary may be paid to the member under such circumstances. The supervisor shall discuss the specific arrangements with the member in advance.
 - d. Board members occasionally attend meetings of organizations to which the College belongs, such as ACCC, or participate in development activities for Board members which would require the member to be absent from her or his classes.
 - e. The decision as to whether the member can be absent for such purposes will be made by the member's supervisor. The supervisor will endeavor to be as accommodating as possible. In some circumstances, it may be necessary to make up some or all of the class time which is lost. Additional salary may be paid to the member under such circumstances. The supervisor shall discuss the specific arrangements with the member in advance.
- 5.0 Additional salary paid to the member as a consequence of items 1 and/or 2 shall not exceed a total on an annual basis of the amount of the honourarium paid to appointed members. No additional salary will be paid to the member for time worked beyond the cumulative amount that is equivalent to the honourarium.
- 5.1 There may be occasions where the nature of the member's teaching duties would make it impossible or very difficult for the faculty member to be absent during regular teaching hours to attend Board meetings. Any person contemplating running for election to the Board should discuss the arrangements that may be necessary with her or his supervisor prior to seeking or agreeing to being nominated. The supervisor will endeavor to be as accommodating as possible without compromising the instructional requirements of the unit to which the faculty member belongs.