



# BCITFSA GUIDE

## PART-TIME STUDIES AND THE FSA

*This Guide is a general overview. It is not a substitute for consultation and advice about specific cases, and members should direct inquiries about their personal circumstances to one of the FSA's Labour Relations staff.*

Last Modified: September 6, 2017

Representation. Negotiation. Advocacy.

All BCIT "PTS employees" with the following types of contracts are FSA members and are covered by the FSA-BCIT Collective Agreement:

- Instructor
- Lab Assistant
- Marker
- Curriculum Development
- PTS Administration ("work that involves the administration, coordination or organization of PTS activities")

The Collective Agreement and MemAg 01FSA01 set out "PTS employment" rights such as: types of PTS work, rates of pay, benefit eligibility, a grievance process, and the right to "normally be rehired" for instructors.

### **Employee Category (Article 4.3)**

PTS employees are categorized as "Auxiliary Employees" under the Collective Agreement.

### **Right to be Rehired (Article 5.2.5.2.7)**

PTS Instructors have the right to normally be rehired after having been properly selected and appointed.

### **Rates of Pay (Articles 15.7, 15.8, 15.18)**

Rates of pay can be found in the above Collective Agreement Articles. The rates are inclusive of vacation pay and paid holiday pay.

### **Pension (Article 16.9)**

PTS Instructors are eligible to participate in the College Pension Plan, to which both the employer and employee make contributions. Details are available at [www.college.pensionsbc.ca](http://www.college.pensionsbc.ca).

### **Health and Welfare Benefits (Article 16.14, MemAg 01FSA01)**

PTS Instruction and Curriculum Development contracts count towards an employee's eligibility for basic medical, extended health, and dental coverage with monthly premiums paid by BCIT.

- You must have accrued 250 instructional contract or curriculum development contract hours between June 1 and May 31 in any year. Important: All other types of PTS contracts (for example, marking) do not count towards this entitlement (MemAg 01FSA01).
- You must apply in June (BCIT will not contact you) and coverage begins July 1.
- To continue this coverage, you must maintain:
  - 150 instructional or curriculum development contract hours in subsequent years (June - May);
  - Not experience a break of five (5) consecutive months with no contract hours being credited.

### **PTS Parking (Article 7.8.3)**

Some lots on the Burnaby campus are designated for use by PTS employees on weekdays after 4:30 p.m.

- Lot 8 between SE1 and SE6
- Lot 24 at the northeast corner of NE1
- Parking in these lots is on a first come basis for PTS employees who have a parking permit.

### **Instructional Development (Article 10.2.3)**

Instructional development activities for the improvement of teaching are available to PTS instructors. Ongoing professional development opportunities are organized through the Learning and Teaching Centre, and an annual PTS Instructors PD Day is organized by Learner Services. Both are funded through the Instructional Development Fund.

**Training for PTS/Auxilliary Employees (Article 10.9)**

You can take BCIT PTS courses, without paying tuition fees, if the employer requests that you undertake the training. Talk to the Associate Dean in your program area about your training needs and possibilities.

**Grievance Procedure (Articles 3 & 20.3.2)**

You have the right to challenge decisions made about your employment at BCIT and the right to representation by the FSA in raising employment issues. If you believe you have a grievance, please contact the FSA at [fsa@bcit.ca](mailto:fsa@bcit.ca) or 604.432.8695.

**Representation in Discipline Procedures (Article 19)**

If your performance or conduct is challenged by BCIT, contact the FSA to obtain advice and representation at [fsa@bcit.ca](mailto:fsa@bcit.ca) or 604.432.8695.

**PTS Joint Committee (Article 20.1.2)**

The FSA is seeking to initiate a joint FSA-BCIT committee on PTS employment issues. The committee is mandated to clarify many areas of the Collective Agreement which are not adequately explained. These include:

- Defining which types of employment properly fall within Part-Time Studies and Industry Services,
- Specifying which clauses of the Collective Agreement shall apply and which shall not apply to Auxiliary Employees in PTS, and
- Determining whether additional Collective Agreement clauses are needed for PTS employees.

**Participation in the FSA**

PTS members are eligible to:

- Participate as members in FSA meetings, activities and committees;
- Vote in FSA elections and contract ratification processes; and
- Run for election for the position of Director (Associate Members) on the FSA Board of Directors.

If you have questions please contact the FSA at [fsa@bcit.ca](mailto:fsa@bcit.ca)