

2.3.1 Technology Representatives Role

1. As defined in the Collective Agreement, Technology Representatives (“Tech Reps”) are the FSA's representatives in each area of BCIT.
 - 1.1. An Area, for the purposes of this policy, is any group of members designated by the FSA as requiring the representation of Tech Reps. These include, but are not limited to: a Department as defined by the Collective Agreement, a group of Auxiliary Employees, a group of smaller Departments or Programs who would not individually have enough members, and any other group that the FSA President deems in need of representation.
 - 1.2. Every FSA member has a Tech Rep and is a member of an Area, including Associate and Ancillary members.
2. Tech Reps serve the FSA and their Area by:
 - 2.1. Acting as an information conduit between the FSA members in their Area and the FSA office through formal channels (Tech Rep meetings, FSA e-mails, etc.) and informal ones (discussions with the FSA President, etc.);
 - 2.2. Providing input to the FSA Board of Directors and/or staff on matters related to the Collective Agreement, bargaining, selection committees, grievance issues, policies, trends or observations in their Area, etc.;
 - 2.3. Providing Area members and/or the Area as a whole with information on FSA policies and agreements as part of the initial FSA response to issues that could be developing in an Area;
 - 2.4. Referring Area members to the FSA office and staff;
 - 2.5. Welcoming new members in their Area to the FSA;
 - 2.6. Acting as an observer at Selection Committees if requested by the FSA; and
 - 2.7. Attending Tech Rep meetings and Tech Rep training and information sessions as needed or provided by the FSA.
3. The FSA is responsible for ensuring that Tech Reps have adequate support and the information they require to fulfill their roles. Generally, the FSA fulfills this obligation by providing orientation materials, information at Tech Rep meetings, and ensuring that Tech Reps can access the FSA Board, staff, and President when needed.
4. Tech Reps are selected by their Areas for a one-year term. This term may be renewable.

- 4.1. Each Area will determine a process to select their two Tech Reps.
 - 4.1.1. The FSA will provide a mechanism by which any member of an Area can, at any time, trigger a confidential facilitated election process for their Tech Reps.
 - 4.1.2. When this mechanism is triggered, the President will convene an ad hoc committee of Tech Reps who will facilitate a strong, fair, and confidential election process in that Area.
- 4.2. If an Area does not select two Tech Reps, the President and Member Engagement Officer will visit and find a solution to select Tech Reps in that Area.
- 4.3. At the discretion of the FSA President, larger and/or more organizationally complex Areas may select more than two Tech Reps.
- 4.4. All Tech Reps in an Area have the same role, and are invited to all Tech Rep meetings and events. They are the first point of contact for when the FSA wishes to contact their Area. They are expected to work collaboratively to fulfill the Tech Rep responsibilities.
- 4.5. Tech Reps in an Area should keep the FSA informed of their current Tech Reps by providing the name, position, and contact e-mail to the FSA at fsa@bcit.ca whenever that information changes.
- 4.6. The FSA shall maintain an updated list of the Tech Reps on its website.
- 4.7. An employee selected as a Tech Rep by an Area who during their term as a Tech Rep ceases to be employed by BCIT, shall be eligible to continue in office for a bridging period of up to five months. If the employee is not re-appointed by BCIT within that period, a new Tech Rep for that Area shall be selected.

Revision History

Date	Revision (Brief description)
April 15, 2015	Complete revision
August 29, 2001, November 15, 2003	Revisions
June 7, 1995	Original Approval