



FPSE

**POLICY &
PROCEDURES**
MANUAL

August 2024

PREFACE

Member locals of the Federation of Post-Secondary Educators of BC (FPSE) represent more than 10,000 faculty and staff at post-secondary institutions in British Columbia. FPSE provides them with a collective voice.

FPSE was formed in 1970 as the successor organization to the College Faculties Federation. From 1980 to 2004, the organization was named the College Institute Educators' Association of BC.

This manual is a compilation of policies approved at Annual General Meetings from 1980 through 2024. Its purpose is to provide Presidents' Council, local executives, FPSE committee representatives, and delegates to the Annual General Meeting with an accessible source for FPSE policy and operations.

All current and relevant policy resolutions adopted at FPSE's general meetings since the 1980 Convention are included. Resolutions authorizing specific action and resolutions establishing policy that is no longer relevant due to changed circumstances have not been included. Outdated policy has been archived and is available through the office and on our website (www.fpse.ca). Italicized dates at the end of a section indicate the year in which a change was adopted at an AGM. If an amendment originated from another FPSE body, that is noted next to the date as well.

Date: August 2024

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I. TERMS AND DEFINITIONS

1. ABBREVIATIONS

AGM – Annual General Meeting
FPSE – Federation of Post-Secondary Educators of BC
PC – Presidents' Council
RSC – Resolutions Screening Committee
SC – FPSE Standing Committee
SGM – Special General Meeting

2. DEFINITIONS

Director: a member of the Presidents' Council

Emergency: an event that calls for “the suspension of normal activities and assignment of most [FPSE] personnel to tasks defined by the emergency”¹

General meeting: a meeting of the member organizations of the Federation, whether an Annual General Meeting or a Special General Meeting

Member organization: a body described in Article 5.2 of the Constitution of the Federation of Post-Secondary Educators of BC

Officer: a member of the Executive Committee

Presidents' Council: the body described in Article 7.1 of the Constitution of the Federation of Post-Secondary Educators of BC

Special resolution: a resolution passed at a general meeting by at least 2/3 of the delegate votes cast.

¹ Hagen R, Statler M, Penuel KB. Encyclopedia of Crisis Management. Los Angeles, Calif:SAGE Publications, Inc; 2013. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,cookie&db=e000xna&AN=592559&site=ehost-live>. Accessed February 24, 2019.

II. EXECUTIVE COMMITTEE

1. TERMS OF REFERENCE

Authority:	Constitution s. 8
Composition:	President, Vice-Presidents, Secretary-Treasurer, Members-at-Large (2), and Past President
Chairperson:	President
Meetings:	At the call of the Chair at least four times a year. Special meetings as required. A meeting convened by telephone conference shall be a recognized duly constituted meeting.
Quorum:	A majority of members of the Executive Committee shall be present.
Voting:	The vote shall carry by a simple majority of votes cast. Each member of the Executive Committee shall have one vote.
Reporting to:	Reports regularly to the FPSE President and the Presidents' Council
Observers:	Observer status with voice but no vote is limited to other members of the Presidents' Council, Chairpersons of standing or special committees, and other individuals upon invitation by the Chair.
Duties and Responsibilities:	<p>The Executive Committee shall be responsible for implementing directives of the Presidents' Council.</p> <p><u>Interpretation:</u> The Executive Committee shall concern itself with the day-to-day affairs of the Federation so as to ensure that all decisions of the Presidents' Council, whether direct or implicit, are initiated, executed and completed. The Executive Committee has the responsibility to advise the President in the conduct of the affairs of the Federation, to review its financial status, to make recommendations to the Presidents' Council and to exercise those concerns in all aspects of management that will ensure a democratic and effective organization. The primary functions of the Committee are advisory and supervisory.</p>

(Management Committee 1980, Executive Committee 1980, 1981, 2990, 1996, SGM 2018)

2. EXECUTIVE POSITION DESCRIPTIONS

2.1. PRESIDENT

Function

Chief executive officer and presiding officer at General Meetings and meetings of the Executive Committee and the Presidents' Council. Responsible to the Presidents' Council and General Meetings.

Authority to interpret the Constitution, policies and other resolutions subject to the decisions of the Presidents' Council and General Meetings.

Primary spokesperson for the organization and its representative to internal constituencies and members, to external organizations and agencies, and to government.

Duties

To ensure the carrying out of policy through the committees and provincial bodies of the organization.

To assign and supervise, in consultation with the Secretary-Treasurer, the work of Staff Representatives.

To recommend to the Executive Committee the hiring, continuance and termination of employees.

With the assistance of the Secretary-Treasurer, to coordinate and organize the Annual General Meeting and Convention.

To make the final decision, subject to appeal procedures, on the provision of legal and representation services to members.

To oversee the relations between the Bargaining Coordination Committee and both the Executive Committee and the Presidents' Council.

To implement the public relations and education analysis functions of the organization.

To provide for an annual orientation of the Presidents' Council.

To act as publisher of the organization's bulletins and other publications, and to develop and implement a comprehensive communication strategy.

(PC 1996)

2.2. SECRETARY-TREASURER

Function

Chief financial officer and secretary responsible to the Presidents' Council and the Annual General Meeting.

Authority to administer the annual budget of the organization, cause the financial records to be kept and maintained, cause the revenues of the organization to be collected, maintain an inventory of the assets of the organization, authorize and ensure an annual audit to be submitted to the Annual General Meeting. To ensure an appropriate investment strategy for the organization, including the investment of assets comprising the Operating Reserve and the Strike/Lockout Defence Fund.

Along with the Vice-Presidents, to represent the organization and speak on its behalf as delegated and authorized by the President.

The Secretary-Treasurer shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

Duties

To ensure that each Standing Committee of the organization develops a work plan and reports regularly to the Presidents' Council.

To manage the internal human resources responsibilities of the organization with respect to staff and to assign and supervise, in consultation with the President, the work of support staff.

To provide for the negotiation of collective agreements on behalf of the organization.

To administer the hiring, evaluation, and disciplinary procedures and to make recommendations to the President.

To assist in the coordination and organization of the Annual General Meeting and Convention.

To chair the Review of Grievance and Arbitration Committee.

To oversee the relations between the Contract Administration Review Committee and both the Executive Committee and the Presidents' Council.

To implement the labour relations research and record-keeping functions of the organization.

To provide for annual training of persons at the member locals with primary responsibility for the following: bargaining (i.e., negotiators), contract administration (i.e., chief stewards), and financial administration (i.e., treasurers).

To assist the President in the implementation of an effective communications policy.

(PC 1996)

2.3. VICE-PRESIDENTS

The First Vice-President-Equity and the Second Vice-President shall be fully participating members of the Executive Committee and shall be members of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote.

Responsibilities shall be as mutually agreed by the President and Vice-Presidents or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

(Executive Committee 1982, PC 1982, 1990, PC 1996, 2023)

2.4. PAST PRESIDENT

The immediate Past President shall be a fully participating member of the Executive Committee and shall be a member of the Presidents' Council with voice in all debate, including the right to move and second motions, but without a vote. In the event that the Past President should be elected as Vice-President or as Secretary-Treasurer, the duties and responsibilities of the positions shall be combined, and one vote permitted in the Executive Committee during that year.

The Past President may serve on any standing or ad hoc committee or represent the Association by mutual agreement between the Past President and the President or the Executive Committee. All designated or agreed duties and responsibilities of the Past President will cease at the next Annual General Meeting.

Further responsibilities shall be as mutually agreed by the President and Past President or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council.

(Executive Committee 1982, PC 1982, PC 1996)

2.5. MEMBERS-AT-LARGE

Each Member-at-Large shall be a fully participating member of the Executive Committee.

Responsibilities shall be as mutually agreed by the President and the Member-at-Large or as allocated by the Executive Committee on the advice of the President and as approved by the Presidents' Council. *(PC 1996)*

2.6. EXECUTIVE DIRECTOR

2.6.1 Presidents' Council may appoint an Executive Director and determine the remuneration and terms and conditions of employment of that person.

2.6.2 The Executive Director:

- a) is an appointed office,
- b) holds an excluded position in the Federation,
- c) reports to Presidents' Council and the FPSE Executive Committee,
- d) is responsible for management of the operations of the Federation, subject to the direction of Presidents' Council, the Executive Committee, and the constitution, bylaws, and policies,
- e) is responsible for management of the employees, subject to the direction of Presidents'

II. Executive Committee

Council, the Executive Committee, and the collective agreements the Federation has in place with employee groups,
f) will receive notice of, attend, and speak at, but not vote at, Presidents' Council meetings, Executive Committee meetings, and other FPSE meetings as required. (2022)

III. COMMITTEES AND STANDING COMMITTEES

Intent, Operational Policies and Procedures, and Participant Roles

Statements of policy and responsibilities found within the Terms of Reference for Committees and Standing Committees are set within the context of section 7.10 of the FPSE Constitution, where Presidents' Council is mandated as the governing body between AGMs. Committees and Standing Committees are therefore responsible to Presidents' Council and to the AGM. They report to Presidents' Council and to the AGM on all matters within their purview.

As the needs of FPSE develop and change, Presidents' Council may from time to time direct specific tasks to Standing Committees or form new Committees and Standing Committees to deal with new issues.

Committees and Standing Committees are subject to the operational policies of FPSE as interpreted and administered by Presidents' Council and the President. Any Presidents' Council action to stand down a committee for reasons other than non-representation cannot take effect until such action is confirmed by the AGM.

DEFINITIONS

Committees

Workplan determined by committee. No approval required.

- Optional reports to PC and AGM.
- Support
 - FPSE will arrange virtual meetings
 - Executive Liaison
 - Staff Reps. may be contacted as needed and may be invited to meetings as a resource person
 - Templates to be provided for agendas and minutes.

Standing Committees

Workplan assigned annually by PC in consultation with committee chair(s).

- Written and verbal reports to PC and AGM required.
- Support
 - FPSE will arrange meetings.
 - Executive Liaison
 - Staff Rep. assigned to committee

INTENT

Within the operational context of being responsible to Presidents' Council, Committees and Standing Committees are intended to provide forums for the exchange of information and advice amongst FPSE locals. They provide a means to increase both the capacity and potential of FPSE and its locals to plan, prepare for and take informed action on vital matters of concern to our membership. Committees and Standing Committees can also provide or be asked to provide specific advice or recommendations to Presidents' Council and/or the FPSE President on topics within their purview.

OPERATIONAL POLICIES

The Terms of Reference for each Committee and Standing Committee set out each committee's operating policies. Internal Policy 1.17, Committees and Standing Committees, provides additional guidance. Failure to comply with policy 1.17.4 on required representation may lead to a committee being stood down.

PARTICIPANT ROLES

Committee Chairs

Chairs ensure that committees adhere to the FPSE Constitution, that they are aware of the relevant approved FPSE policy parameters for their work, and that committees work to fulfill their advisory functions for Presidents' Council and/or the FPSE President.

Executive Liaisons

Executive Liaisons act as conduits of information and decisions between Presidents' Council and the Committee or Standing Committee to which they are appointed. They may provide input to committee Chairs in the development of committee agendas. Executive Liaisons represent Presidents' Council to committees. In the absence of the Chair, the Executive Liaison will assume the chair and may represent their committee to Presidents' Council.

Committee Members

Members are appointed by their Local Presidents.

Members are expected to share informed local perspectives with their committees and, in turn, keep their local executives informed of committee work, discussions and decisions. Members are representatives of their locals in any committee decision-making processes. They are therefore advised to seek necessary guidance from their locals.

Committee members may be recommended, by their committees, to represent FPSE on affiliates' (e.g., CAUT, CLC, BCFed, etc.) complementary committees and working groups. (2022)

Staff Representatives and Support Staff

Under the direction of the President, staff support the needs and work of committees.

(2010)

Meeting and Meeting Formats

There will be two meetings per year for committee chairs, one in person and the other virtual.

Committees are expected to hold at least two formal meetings every year with one intended to be in-person and the other virtual. Committee ad hoc working groups will meet virtually.

Where possible, in-person meetings should seek to accommodate virtual attendance. (2022)

Review

Following the 2024 AGM, an ad hoc subcommittee of PC will be established and tasked with reviewing the functioning of FPSE's Standing Committees and Committees. The review must be consultative and make recommendations to PC and the 2025 AGM. Reviews will be conducted triennially. (2022)

1. ACADEMIC GOVERNANCE COMMITTEE

Reporting to:	Reports regularly to the FPSE President and the Presidents' Council.
Composition:	<p>The Academic Governance Committee (AGC) will be composed of one designated representative from each local and the FPSE President or Secretary-Treasurer or designate.</p> <p>A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.</p> <p>The Non-Regular Faculty Committee may appoint one person to the Committee.</p>
Term of Appointment:	Committee members will normally be appointed for a term of two years.
Meetings:	Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
Chairperson:	<p>The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.</p> <p>The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.</p> <p>The Chairperson is a voting member of the Committee.</p> <p>The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.</p> <p>The Chairperson shall attend the Annual General Meeting and Convention.</p> <p>The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.</p> <p>The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.</p>
Observers:	By invitation of the Chair.
Quorum:	A majority of those member locals that have appointed AGC representatives.
Voting:	Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting.
Funds:	As allocated in the annual budget.

III. Committees and Standing Committees

Policy Statement: The interest and work of the Academic Governance Committee includes but is not limited to all governance structures, institutional systems of peer review, and decision-making processes at all levels. Collegiality is a fundamental condition of academic work.² The FPSE Academic Governance Standing Committee seeks to assist Presidents' Council and FPSE in identifying and addressing matters related to academic governance at member locals' institutions. Academic governance matters influence collective agreement language, pedagogy, education curricula and discipline, as well as workload and working conditions. This committee will work to advance a broader understanding by members of locals of how they can become more active participants in the academic governance practices at their respective institutions.

- Responsibilities:
1. Develop a general long or short-term plan of activities when requested or necessary and present this plan to the Presidents' Council. Plan and arrange activities or projects dealing with education policy, faculty access to professional development, scholarly activities, and academic governance.
 2. Advise Presidents' Council on education policy, professional development, scholarly activities, and academic governance matters as they pertain to bargaining and contract administration.
 3. To review literature and trends in academic governance and disseminate information to member locals on education policy, professional development, scholarly activities, and academic governance needs and activities, which shall include regularly updated reports from members.
 4. Support designated Academic Governance Committee representatives by facilitating educational opportunities pertaining to academic governance.
 5. Review the initiatives of federal and provincial ministries and related organizations relevant to Academic Governance Committee activities.
 6. Work collaboratively with organizations and institutions, including federal and provincial ministries and education organizations, involved in education policy, professional development, scholarly activities, and academic governance activities for post-secondary educators.
 7. Support faculty in engaging in all aspects of professional development, scholarly activities, and academic governance.
 8. Review the Terms of Reference periodically and revise as necessary.

(2023)

² This is derived from the CAUT policy of collegiality:
<https://web.archive.org/web/20230222204456/https://www.caut.ca/about-us/caut-policy/lists/caut-policy-statements/policy-statement-on-collegiality>

2. BARGAINING COORDINATION COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: The Bargaining Coordination Committee is composed of one designated representative from each local. This representative shall be the Chief Negotiator or Chairperson of the Bargaining Committee from the local.
- A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.
- The Non-Regular Faculty Committee may appoint one person to the Committee.
- Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two-year term.
- Meetings: Meetings of the Committee are held at the call of the Chair. Meetings shall normally be convened at such times as to allow coordination and review of each local's bargaining process including preparation, interim assessment and strategy. The number of meetings is limited only by the funding allocated to the Committee.
- Chairperson: The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.
- The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.
- The Chairperson is a voting member of the Committee.
- The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.
- The Chairperson shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.
- Observers: By invitation of the Chair.
- Quorum: A majority of those member locals that have appointed BCC representatives.
- Voting: Positions adopted by consensus among designated representatives, otherwise by simple majority.
- Funds: Budgetary allocation at the AGM including travel expenses for the designated representative.

III. Committees and Standing Committees

Policy Statement: The Bargaining Coordination Committee works to improve the economic and professional welfare of the members through bargaining by facilitating the exchange of information on these matters among members and by providing assistance in the collective bargaining process (Constitution 3.2 and 3.10). It is recognized that collective action is necessary to maintain and improve the economic standing, professional rights, and working conditions of the members of FPSE.

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in contract clauses and develop strategies to protect and enhance the interest of the members of FPSE.
2. Develop and recommend to the Presidents' Council a program of negotiations training and evaluate its implementation.
3. Facilitate the development of an effective system of bargaining coordination by the member associations.
4. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.
5. Advise the Presidents' Council on the Strike/Lockout Defence Fund.
6. Assist in the development of common bargaining objectives.

(Management Committee: 1980, Executive Committee: 1980, 1981, 1996, 2008, 2010, 2014, 2022)

3. CONTRACT ADMINISTRATION REVIEW COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: The Contract Administration Review Committee (CARC) is composed of one designated representative from each local. This representative shall be the Chairperson of the Grievance/Contract Administration Committee or Chief Steward from the local.
- A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.
- The Non-Regular Faculty Committee may appoint one person to the Committee.
- Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two-year term.
- Meetings: Meetings as required by CARC to fulfill its responsibilities limited only by the funding allocated to the Committee. One Co-Chair shall chair each CARC meeting and approve the subsequent minutes.
- Chairpersons: CARC shall elect up to three Co-Chairs at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.
- CARC shall endeavour to elect Co-Chairs who have served on the Committee a previous term as a local representative.
- The Co-Chairs are voting members of the Committee.
- A Co-Chair shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Co-Chairs includes attendance by a Co-Chair at the Presidents' Council meeting immediately subsequent to a meeting of CARC or upon request of the FPSE President.
- A Co-Chair shall attend sub-committee and/or ad hoc committee meetings at the invitation of the Executive as a representative of CARC.
- Up to three Co-Chairs shall be members of the Review of Grievance and Arbitration Committee (ROGA) and shall collectively share the vote(s) assigned to CARC by ROGA.
- One Co-Chair shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- A duly elected Co-Chair of the Committee must be a designated representative of a local to continue being a Co-Chair.
- Observers: By invitation of a Co-Chair.
- Quorum: A majority of those member locals that have appointed CARC representatives.
- Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority.

III. Committees and Standing Committees

- Funds: As allocated in the annual budget.
- Policy Statement: The Contract Administration Review Committee works to improve the economic and professional welfare of the members of FPSE by facilitating the exchange of information on these matters among members and by providing assistance in the administration and enforcement of collective agreements (Constitution 3.2 and 3.10). It is recognized that collective action is necessary to maintain and improve the economic standing, professional rights, and working conditions of the members of FPSE.
- Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:
1. Monitor developments in contract clauses and develop strategies to protect and enhance the interest of the members of FPSE.
 2. Develop and recommend to the Presidents' Council a program of grievance and contract maintenance and education and evaluate its implementation.
 3. Facilitate the development of an effective system of contract administration by the locals.
 4. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.

(Management Committee: 1980, Executive Committee: 1980, 1981, 1996, 2010, 2014, 2022, 2024)

4. DECOLONIZATION, RECONCILIATION AND INDIGENIZATION COMMITTEE

PREAMBLE

No actions of FPSE shall abrogate or supersede the traditional, collective, and hereditary rights of Indigenous Peoples. Indigenous knowledge and resources are the property of the Nation from where they originated.

We recognize that racism and sexism are embedded in all of our organizations

Vision Statement: As a FPSE Standing Committee, we acknowledge the collective and inherent rights of self-determination of Indigenous Peoples. We honour and respect the human dignity, cultural identity, and ways of knowing of Indigenous Peoples and communities in learning, teaching, and research environments. We walk together with all our relations for present and future generations. We aim to build a foundation of mutual respect and balance between different ways of knowing and understanding. Our aim is for people of every background and experience to create a positive future together.

Purpose: In a humble way, DRISC will provide guidance and support to the FPSE President, the Presidents' Council, and FPSE membership. DRISC will respect the protocols of the territories in which each of our locals engage and will uplift, honour, and integrate diverse Indigenous ways of knowing and being.

Composition: The Decolonization, Reconciliation & Indigenization Standing Committee is composed of knowledgeable representatives from each FPSE local who are responsive and responsible to Indigenous Peoples' goal of self-determination and well-being.

Representatives will be sincerely committed to collaborating with other local representatives on DRISC activities.

The committee is composed of one representative from each FPSE local. The Non-Regular Faculty Committee may appoint one person to the committee.

A member will be appointed by the FPSE Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, and the Executive and Presidents' Council.

For each meeting, a Wise One will be invited to take part by the Co-Chairs (Wise Ones are those who are recognized and trusted by their Nations as playing a central role in their traditional ways of knowing and being). The Wise One will be treated with the utmost respect and dignity; they will be appropriately compensated for their time, and their advice, guidance and teachings will be heard.

Term of Appointment: Locals should elect or appoint representatives for a two-year term.

Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the committee. The committee may substitute or include a workshop or conference for a meeting.

III. Committees and Standing Committees

- Chairperson: The committee should endeavor to have Co-Chairs elected in staggered two-year terms, such that one Co-Chair shall always have served a previous year as Co-Chair. Thereafter, one new Co-Chair shall be (re)elected at the last meeting held prior to the convening of the Annual General Meeting and Convention. One or both of the Co-Chairs or designates shall have observer status at meetings of the Presidents' Council with voice but no vote.
- Responsibilities include:
- Attending Presidents' Council meetings upon request of the FPSE President.
 - Attending the Annual General Meeting and Convention.
- Observers: By invitation of the Co-Chairs.
- Decision-Making and Quorum: At the beginning of each meeting, the committee will determine by consensus if adequate representation/membership is in attendance. Positions will be adopted by consensus among designated representatives
- Funds: As allocated in the FPSE annual budget.
- Responsibilities: To review existing FPSE policies and develop new policies to ensure they are consistent with the Preamble, Vision Statement, and Purpose of the committee.
- To draft a committee work plan that includes the following elements:
1. To advise on Decolonization, Reconciliation, and Indigenization
 2. Actions meant to develop and implement the Truth and Reconciliation Commission's Calls to Action and the UN Declaration on the Rights of Indigenous Peoples (UNDRIP).
 3. Actions meant to support development and implementation of education on Indigenous themes for students at their members' post- secondary educational institutions.
 4. Actions meant to develop and implement culturally and spiritually relevant curricula on Indigenous themes for students within programs at their member institutions and advise on securing provincial and federal funding.
 5. To consider equivalency of cultural and spiritual credentials.
 6. To develop recommended policies, actions and best practices for recruiting and retaining Indigenous faculty, staff, administrators and students.
 7. To advise on ways to honour Indigenous Peoples and organizations working to bring Indigenous students into the post-secondary system.
 8. To advise on pedagogy, scholarly activity, and curricula for Indigenous and non-Indigenous content that values and is respectful of the lived experience of Indigenous educators and the transformative impact of teachings by Indigenous educators.
 9. To provide an Indigenous and anti-racist lens through which FPSE and institutions can develop policies and undertake work that takes into account the diverse needs of Indigenous faculty and students, validates Indigenous ways of knowing and being, and accommodates Indigenous ways of experiencing the world. Indigenous lenses include Indigenous, anti-racist, anti-sexist, and anti-colonialist perspectives.

5. DISABILITY MANAGEMENT & REHABILITATION COMMITTEE

Reporting to:	Reports regularly to the FPSE President and the Presidents' Council.
Composition:	<p>Each local shall name a specific member as their designated representative to the Disability Management & Rehabilitation Committee.</p> <p>A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.</p> <p>The Non-Regular Faculty Committee may appoint one person to the Committee.</p>
Term of Appointment:	Locals shall endeavour to elect or appoint representatives for a four-year staggered term.
Meetings:	Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
Chairperson:	<p>The Committee shall elect a Chairperson, for a 2-year term, at the last Committee meeting held prior to the convening of the Annual General Meeting and Convention. The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.</p> <p>The Chairperson is a voting member of the Committee.</p> <p>The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.</p> <p>The Chairperson shall attend the Annual General Meeting and Convention.</p> <p>The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.</p> <p>The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.</p>
Observers:	By invitation of the Chair.
Quorum:	A majority of those member locals that have appointed DMRC representatives.
Voting:	Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting.
Funds:	As allocated in the annual budget.
Policy Statement:	The Disability Management & Rehabilitation Committee shall assist FPSE locals to identify and assess the current and future disability and rehabilitation needs of their members and shall promote means of enabling FPSE members individually and collectively to develop their own local Joint Rehabilitation Committees.

III. Committees and Standing Committees

- Responsibilities:
1. To create an awareness of worker disability issues among the members of FPSE locals.
 2. To foster prevention of illness and encourage wellness in every institution workplace.
 3. To gather and disseminate information to member locals on disability management and rehabilitation needs, activities, and services.
 4. To maintain ongoing contact with each member local Disability Management & Rehabilitation Committee through a designated representative at each local.
 5. To recommend changes for PC to bring forward to government.
 6. To form a Disability Management & Rehabilitation Committee in each local that is party to the Common Agreement disability plan, that complies with the terms of reference for Rehabilitation Committees.
 7. To actively work to promote the accommodation and meaningful reintegration of disabled and injured workers back into the workplace.
 8. To assist members with their sick leave claims and appeals.
 9. To foster awareness and understanding of the impact of illness and disability issues in the workplace.
 10. To join with other external groups to promote healthy workplaces, and the fair and equitable treatment of people with disabilities.
 11. To work with other bodies to gather and disseminate information about rehabilitation, the duty to accommodate, and disability management.
 12. To recommend contract language on rehabilitation, the duty to accommodate, sick leave, and disability management to negotiating committees for incorporation in collective agreements.

(2004, 2005, 2006, 2010, 2014, 2022, 2024)

6. HUMAN RIGHTS & INTERNATIONAL SOLIDARITY COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: The Human Rights & International Solidarity Committee is composed of one designated representative from each local.
- A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.
- The Non-Regular Faculty Committee and the Pride Caucus may each appoint one person to the Committee.
- Locals should consider including their HRISC member on their local Executive.
- Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two-year term.
- Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
- Chairperson: The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.
- The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.
- The Chairperson is a voting member of the Committee.
- The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at Presidents' Council meetings upon request of the FPSE President.
- The Chairperson shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.
- Observers: By invitation of the Chair.
- Quorum: A majority of those member locals that have appointed HRISC representatives.
- Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting.
- Funds: As allocated in the annual budget.

III. Committees and Standing Committees

- Policy Statement: Subject to the Responsibilities identified below, the HRISC will:
- Promote human rights protection and education among faculty and staff, students and administrators.
 - Join with existing human rights groups within the community for the purpose of exchange of information and the promotion of strengthened human rights protection in BC.
 - Preserve and enhance fundamental standards of humanity, peace and human rights legislation, on the national as well as the international level.
 - Work cooperatively with national and international NGOs and labour organizations whose mandate it is to promote human rights worldwide, as peace is essential to ensuring the quality of life.

- Responsibilities:
1. To encourage the formation of an active Human Rights Committee in each local.
 2. To ensure that sufficient human rights protection is available to members through improvement of provisions of collective agreements and the establishment of policies in their institutions.
 3. To help members utilize existing human rights legislation, in conjunction with the collective agreement, to prevent discrimination.
 4. To provide resources and education on human rights legislation and issues.
 5. To join with other groups/individuals in the community to support issues of mutual interest, with the approval of Presidents' Council.
 6. To monitor the progress of human rights protection in the members' institutions.
 7. To recommend to Presidents' Council that the committee liaise with specific local, provincial, national and international organizations which advocate for international solidarity on global justice and human rights issues and, where Presidents' Council agrees, to do that liaising.
 8. Recognizing the limited resources of FPSE and the scope of human rights issues, the Human Rights and International Solidarity Committee will:
 - a. inform and educate members on linkages between local and international human rights and international solidarity issues;
 - b. advise the Presidents' Council on human rights and international solidarity issues; and
 - c. advocate for international solidarity on global justice and human rights issues.
 9. To appoint two members to the International Solidarity Fund Committee.

See also Internal Policy 7.1.2 Human Rights Protection

(1989, 2006, 2007, 2010, 2014, 2022)

7. NON-REGULAR FACULTY COMMITTEE

Reporting to:	Reports regularly to the FPSE President and the Presidents' Council.
Composition:	<p>The Non-Regular Faculty Committee is composed of one designated representative from each local. As much as possible, Non-Regular Faculty Committee representatives and non-regular liaisons shall be non-regular faculty.</p> <p>A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.</p>
Term of Appointment:	Locals shall endeavor to elect or appoint representatives for a two-year term.
Meetings:	Meetings as required by the Committee to fulfill its responsibilities limited only by the funding allocated to the Committee.
Chairperson:	<p>The Committee shall elect a new Chairperson at the fall meeting.</p> <p>The Committee shall endeavour to elect a Chairperson, for a 2-year term, who has served on the Committee a previous term as a local representative.</p> <p>The Chairperson is a voting member of the Committee.</p> <p>The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.</p> <p>The Chairperson shall attend the Annual General Meeting and Convention.</p> <p>The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.</p> <p>The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.</p>
Observers:	By invitation of the Chair.
Quorum:	A majority of those member locals that have appointed NRFC representatives.
Voting:	Positions adopted by consensus among designated representatives; otherwise by simple majority.
Funds:	As allocated in the annual budget.
Policy Statement:	<p>The Non-Regular Faculty Committee works to promote better and more consistent representation of the interests of those members of FPSE locals who are involuntarily deprived of job security, salary or benefits normally accorded faculty within their respective locals.</p> <p>The Non-Regular Faculty Committee shall have the right to appoint a liaison person to each FPSE Standing Committee and to appoint a representative to the Provincial Bargaining Committee with voice but no vote.</p>

III. Committees and Standing Committees

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in the salary, working conditions, and employment security of non-regular faculty and develop strategies to protect and enhance the interest of non-regular faculty.
2. Monitor the effects of the removal of mandatory retirement at FPSE locals and the effectiveness of any Transition to Retirement initiatives and their compliance with FPSE policies. Make action recommendations on Transition to Retirement matters from time to time as deemed necessary.
3. Develop and recommend to the Presidents' Council a program of bargaining and lobbying objectives to advance the interests of non-regular faculty.
4. Examine and recommend to the Presidents' Council collective action in support of the policy statements of this Committee.

(1991, 1994, 2005, 2010, 2014, 2015, 2017, 2022)

8. PENSION ADVISORY COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: Each local may name a member as their designated representative to the Pension Advisory Committee (PAC). Local representatives must not be in receipt of College Pension Plan benefits and must maintain active employment at the institution while serving on the Committee.
- Up to two (2) retired members may be a part of PAC. A nominee must be a former member of an FPSE Local who is currently receiving a pension under the College Pension Plan. Retiree members will have voice and vote while serving on the Committee.
- Starting at its first meeting in the fall, Presidents' Council will review PAC's retiree members and consider any new nominees put forward by FPSE Locals or suggested by either PAC or CPPR and referred through the FPSE Local.
- A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.
- The Non-Regular Faculty Committee may appoint one person, with voice but without vote, to the Committee.
- No trustee appointed to the College Pension Board of Trustees may also serve as a local, retired or NRFC representative to the Pension Advisory Committee.
- Term of Appointment: Member organizations will normally appoint representatives for terms of four years.
- Members of PAC are expected to attend all meetings of the Committee. If members are unable to attend regularly, their appointment may be rescinded by the Presidents' Council.
- Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
- Chairperson: The Chairperson will be elected from and by the Committee to serve a two (2) year term.
- The Chairperson is a voting member of the Committee.
- The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.
- The Chairperson shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- Observers: By invitation of the Chair. Observers from FPSE locals may attend meetings, at the locals' expense, for succession purposes.

III. Committees and Standing Committees

- Trustees: FPSE-appointed trustees are encouraged to attend PAC meetings/events with voice but no vote. FPSE will pay expenses for trustees for this purpose.
- Quorum: A majority of those member locals that have appointed PAC representatives.
- Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting. Minority reports accepted.
- Funds: As allocated in the annual budget.
- Responsibilities:
1. The Pension Advisory Committee shall support FPSE's efforts to improve the pension benefits available to plan members of the College Pension Plan.
 2. The Committee shall stay informed on the current investment policies of the College Pension Plan and shall advise the Presidents' Council, in its role as plan member partner, of any recommendations for change to policies and strategies.
 3. The Committee shall advise on and support the dissemination of pre-retirement and retirement information and services by encouraging individual members of PAC to have their locals organize pension and retirement seminars and workshops for their members on a regular basis, and to have their locals inform retiring members about programs and advocacy groups approved by FPSE which are available to them.
 4. As part of the trustee appointment process, the Committee will make a recommendation on trustee nominations to Presidents' Council, and the Committee will advise Presidents' Council on the retiree appointment.
 5. The Pension Advisory Committee will provide a forum for communicating member concerns about the College Pension Plan rules to FPSE-appointed College Pension Plan trustees, and a forum for prioritizing any recommended future pension plan improvements.
 6. The Committee will provide a forum for general discussion and development of pension policy for locals that are non-participatory in the College Pension Plan.
 7. In light of such issues as changing retirement patterns and changes to member demographics, the Committee will review the effectiveness and relevancy of FPSE pension policies and, where possible, those of related organizations and unions with a view from time to time of recommending updates, changes, and additions.
 8. The Committee will provide a forum for promoting defined benefit pension plans modeled on the College Pension Plan and the need for a comprehensive retirement system that ensures all people can retire with dignity, a secure income, and a decent retirement income. It will recommend to FPSE on educational programs and encourage locals to educate their members on the value of defined benefit pension plans, so that they can advocate for such plans amongst their social circles.

(1989, 2005, 2010, 2011, 2014, 2022, 2024)

9. PRIVATE SECTOR POLICY COMMITTEE

Reporting to:	Reports to the FPSE President and the Presidents' Council.
Composition:	<p>The committee is composed of up to two designated representatives from each bargaining unit of Local 21, the Education and Training Employees' Association.</p> <p>A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.</p>
Term of Appointment:	Representatives should, whenever possible, serve for a two-year term.
Meetings:	Meetings as required by the Committee to fulfill its responsibilities, limited only by the funding allocated to the Committee.
Chairperson:	<p>The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.</p> <p>The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term.</p> <p>The Chairperson is a voting member of the Committee.</p> <p>The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.</p> <p>The Chairperson shall attend the Annual General Meeting and Convention.</p> <p>The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.</p>
Observers:	By invitation of the Chair
Quorum:	A majority of those member locals that have appointed Private Sector Policy Committee representatives.
Voting:	Positions adopted by consensus among designated representatives; otherwise by simple majority.
Funds:	As allocated in the annual budget.
Policy Statement:	<p>The Private Sector Policy Committee works to promote the interests of those members of FPSE locals and sub-locals who work for private sector employers or for employers who are not part of the publicly-funded BC college, university or institute system.</p> <p>The Committee seeks to enhance the organizing efforts of FPSE and FPSE locals so that the benefits of unionization can be spread throughout the educational and training sectors</p>

III. Committees and Standing Committees

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Presidents' Council or the AGM, this Committee will:

1. Monitor developments in the salary, working conditions and employment security of private sector faculty, and develop strategies to protect and enhance their interests.
2. Develop and recommend to the Presidents' Council a program of lobbying objectives to advance the interests of private sector faculty.
3. Develop, execute, and report on organizing campaigns to increase unionization in BC's private post-secondary sector.

(2010, 2014, 2015, 2022, 2024)

10. WOMEN AND GENDER EQUITY COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: Each local shall name a specific member as their designated representative to the Women and Gender Equity Committee. A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council. The Non-Regular Faculty Committee may appoint one person to the Committee.
- Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two-year term. Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
- Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
- Chairperson: The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.
- The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as local representatives.
- The Chairperson is a voting member of the Committee.
- The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.
- The Chairperson shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.
- Observers: By invitation of the Chair.
- Quorum: A majority of those member locals that have appointed Women and Gender Equity Committee representatives.
- Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting.
- Funds: As allocated in the annual budget.

III. Committees and Standing Committees

Policy Statement: The responsibilities of the Women and Gender Equity Committee of FPSE shall involve any activities which contribute to an improvement in the status of women, gender-diverse people, and sexually diverse people within locals. Such activities should address both the current and future needs and interests of people with marginalized genders in post-secondary institutions in BC. We believe that this work will benefit all members of society at large.

Although many gains have been made over the decades, the struggle for equity is continuous and ongoing. The Women and Gender Equity Committee will undertake strategies and activities for increasing diversity and achieving equity in our unions, institutions and in our communities for people of marginalized genders and sexual orientations, including women and 2SLGBTQIA+ people (two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, plus non-binary and other self-definitions).

Priority goals of the committee: We undertake our work with an intersectional, decolonized, and antiracist understanding of identity, marginalization, and privilege.

FPSE representatives are committed to engaging with and investing in training, education, and skill-building opportunities, focused on initiatives that support human rights, diversity, and equity issues. Committee activities may include increasing awareness through visibility-raising campaigns, influencing institutional policies through resolutions, and/or developing bargaining proposals and language.

The Women and Gender Equity Committee advocates for our individual member locals and FPSE to offer equity-driven initiatives for the purposes of driving issues within our workplaces and labour organizations.

- Responsibilities:
1. Develop a general plan of activities for each upcoming year and present this plan to the Presidents' Council.
 2. Support the establishment and ongoing work of Women and Gender Equity Committees and related committees that do similar work at member locals.
 3. Advocate for FPSE and local activities to increase diversity; to achieve equity in our unions, institutions, and communities; and to be free from all forms of bias, prejudice, discrimination, hate, and bigotry.
 4. Work with other organizations and institutions on initiatives advancing the status of women, gender-diverse people, and sexually diverse people.
 5. Advocate for the rights and interests of women and those of marginalized genders and sexual orientations in the post-secondary system in BC.

(1984, 1996, 2000, 2010, 2014, 2021, 2022, 2023)

11. WORKPLACE HEALTH, SAFETY & ENVIRONMENT COMMITTEE

- Reporting to: Reports regularly to the FPSE President and the Presidents' Council.
- Composition: Each local shall name a specific member as their designated representative to the Workplace Health, Safety & Environment Committee.
- A member will be appointed by the Executive Committee, with voice but without vote, to act as liaison between the Standing Committee, the Executive, and Presidents' Council.
- The Non-Regular Faculty Committee may appoint one person to the Committee.
- Term of Appointment: Locals shall endeavour to elect or appoint representatives for a two-year term.
- Meetings: Such meetings as are required to fulfill its responsibilities, limited only by the funding allocated to the Committee. The Committee may substitute or include a workshop or conference for a meeting.
- Chairperson: The Committee shall elect a new Chairperson, for a 2-year term, at the last meeting of the Committee held prior to the convening of the Annual General Meeting and Convention.
- The Committee shall endeavour to elect a Chairperson who has served on the Committee a previous term as a local representative.
- The Chairperson is a voting member of the Committee.
- The Chairperson or designate shall have observer status at meetings of the Presidents' Council with voice but no vote. The responsibility of the Chairperson includes attendance by the Chairperson or designate at the Presidents' Council meeting immediately subsequent to a meeting of the Committee or upon request of the FPSE President.
- The Chairperson shall attend the Annual General Meeting and Convention.
- The Convention shall provide orientation and planning opportunities for Committee Chairpersons and facilitate their meeting as a group.
- The duly elected Chairperson of the Committee must be the designated representative of a local to continue being Chairperson.
- Observers: By invitation of the Chair.
- Quorum: A majority of those member locals that have appointed WHSEC representatives.
- Voting: Positions adopted by consensus among designated representatives; otherwise by simple majority of those voting.
- Funds: As allocated in the annual budget.

III. Committees and Standing Committees

Policy Statement: The Workplace Health, Safety & Environment Committee shall assist FPSE locals to identify and assess the current and future occupational health and safety needs of their members and shall promote means of enabling FPSE members individually and collectively to develop their own occupational health and safety activities. The Committee will also monitor workplace environment issues and educate members on those issues.

- Responsibilities:
1. To raise awareness of the right to a safe workplace among the members of FPSE locals.
 2. To gather and disseminate information to member locals on occupational health and safety needs, activities, and services.
 3. To maintain ongoing contact with each member local Occupational Health & Safety Committee through a designated representative at each local.
 4. To work with other FPSE committees, sector partners, and external groups on cross-cutting issues.
 5. To recommend contract language on occupational health and safety matters to negotiating committees for incorporation in collective agreements.
 6. Recommend changes or otherwise assist FPSE to lobby governments to improve health and safety, including workplace environment, legislation, and regulations.
 7. Support the full understanding and use of the complex responsibilities each Joint Occupational Health and Safety Committee has at each local to ensure employer regulatory compliance.

(PC 1992, 1993, 2010, 2014, 2023)

IV. SERVICES AVAILABLE TO MEMBER ORGANIZATIONS

Member organizations have routine access to all of the following services.

1. BARGAINING AND CONTRACT ADMINISTRATION

- services re: system as a whole
- BCC and CARC participation
- publications and information exchange (including collective agreements, LRB rulings, arbitrations, etc.)
- monitoring, analysis, and research re: bargaining and contract administration for system analysis and research re: a particular local
- liaison with other unions
- consultation re: a local's bargaining or contract administration
- representation (e.g., chairing, serving on a local's bargaining team; processing grievances; serving as advocate or nominee in arbitration or LRB cases)
- political and public relations support in dispute situations

2. CONVENTION

- full delegate entitlement based on FTE dues base
- full participation and voting rights
- partial subsidization of delegates' expenses

3. GOVERNMENT RELATIONS AND LOBBYING

- monitoring of government action, legislation, and policy
- participating in legislative lobby
- information exchange
- preparation and submission of briefs and position papers to government, inquiry commissions, etc.
- representation on government consultative/advisory groups

4. ISSUE-SPECIFIC SERVICES ON SYSTEM-WIDE ISSUES

- participation in Standing Committees and in any ad hoc committees struck for specific issues
- convention workshops
- information exchange
- research re: system
- lobbying of government
- liaison with other groups
- sponsored events (e.g., Women's Conferences)
- on-site issue workshops for a particular local

5. LABOUR EDUCATION

- Presidents' Orientation/Retreat
- BCC and CARC workshops
- convention workshops
- on-site workshops for a particular local
- Labour Relations and Public Policy Advocacy Certificate Program

6. LEGAL

- consultation of Staff Representatives
- consultation of lawyer
- representation by lawyer or Staff Representative

7. LIAISON WITH OTHER UNIONS AND ASSOCIATIONS

- representation on coalition groups
- agreements with other groups
- general liaison

8. PUBLIC RELATIONS

- media contacts
- press releases
- advertising and brochures
- news clipping file
- information exchange
- social media

9. RESEARCH AND INFORMATION EXCHANGE

- general and as specified above
- research for a particular local

10. STAFF AND OFFICE FACILITIES

- general access

11. STRIKE/LOCKOUT DEFENCE FUND

- financial support in strikes, lockouts, or picket-line recognition cases.

(1993, 1999, 2019)

V. PROCEDURES FOR ACCESSING FPSE SERVICES

1. ACCESSING THE FPSE DEFENCE FUND

- A local shall notify the FPSE President as soon as possible in advance if it anticipates that it may require support funding from the Defence Fund.
- Immediately following the local's filing of strike notice or receipt of lockout notice (or the filing or receipt of notice by a third party in the case of potential picket-line recognition cases), the local shall on a contingent basis make a written application to the FPSE President for support funding. That application shall include a summary of the bargaining situation and of the nature of the dispute.
- An application for support funding in a strike, lockout, or third-party picket-line situation shall be subject to approval by the Executive.
- If an application is approved, support payments shall be paid to the local which shall, in turn, be responsible for distributing the support payments in accordance with the local's own policies.
- The allocation of support payments from the Defence Fund shall be calculated on the basis of FTEs generated by dues assessed over a twelve-month period, either for the previous calendar year or the FPSE fiscal year, whichever yields the higher FTE figure for each FPSE local.
- Support payments shall be sent by FPSE to the local on the second working day of the second week and of each subsequent week of the strike, lockout, or third-party picket line. The first week (5 days) is defined to consist of any five days spent in recognized strike/ lockout/picket line recognition activity. The accumulation of five days will begin from the first day of action and conclude at the end of a one-year (365 day) period.
- Regular dues shall be waived for any week in which a local receives strike/lockout support payments from the Defence Fund.
- The Strike/Lockout Defence Fund support payments shall be \$150 per FTE per day, starting on the 4th full day of strike/lockout.
 - Variance for Local 21: Each member of Local 21 who is denied their expected pay due to strike or lockout will receive \$150 per day while actively involved and engaged in official labour action based on assigned strike roles and documented daily sign-in sheets. (2024)
- Allocations from the Defence Fund for the defence of the existence of the union (other than the support payments to locals engaged in strike, lockout, or third-party recognition) shall be made only with the approval of at least two-thirds of the Presidents' Council voting members. (1986 PC, 1998, 2005, 2011, 2016, 2019, 2020)

2. FACILITY FOR LOAN ASSISTANCE TO LOCALS

2.1. OBJECTIVES

- 2.1.1 To enable FPSE to coordinate a loan assistance facility among locals in FPSE.

2.1.2 To enable locals to obtain loan assistance under the following circumstances:

- a) When a local intends to provide loan-assistance to its members in addition to support payments during a strike or lockout;
- b) When a local intends to supplement the level of support payments established under the Strike/Lockout Defence Fund;
- c) When a local intends to carry out a public campaign prior to or during a dispute; and the local demonstrates that it does not have sufficient funds to carry out the assistance or campaign.

2.2. SOURCE OF LOANS

2.2.1 A local prepared to make funds available to a loan facility shall indicate to FPSE in writing their intention to make funds available, stating the duration of its participation and the maximum amount they shall make available.

2.2.2 The local shall make such funds available to FPSE when called upon under the access provisions of this policy (4.3).

2.2.3 A local which has forwarded its intention to participate as sources of loans shall be indicated in a "Roster of Lending Participants" to be established by the FPSE office. A local offering loan assistance shall be entered in the roster in the order of its local number in FPSE.

2.3. ACCESS TO THE LOAN FACILITY

2.3.1 A local requiring loan assistance shall submit a letter to FPSE addressing the circumstances giving rise to the request, indicating the application to which the funds are to be directed, and committing to a repayment scheme to commence on the resolution of the dispute in which it is involved.

2.3.2 The President shall decide whether the application shall be funded and in what amount and on what terms of repayment. The President may consult with the local and discuss the merits of the application and suggest alternatives to the use of the funds, the amount of the loan, and the terms of repayment.

2.3.3 Where the President declines the application or the local disagrees with the alternatives suggested by the President, the local may request an immediate convening of the Executive Committee, to be held at the FPSE office or convened by conference call, to appeal the decision and actions of the President. The decision of the Executive Committee shall be rendered at that time. Decisions of the Executive Committee are final but subject to review of the Presidents' Council.
Procedures: Accessing Services Policy & Procedures Manual – September 2018 47

2.3.4 When the President approves a letter of application or an amended application, the locals on the "roster" shall be requested to provide FPSE with the amount of funds committed to the local applying. The locals on the "roster" shall be requested by rotation. Where the amount requested is in excess of the amount committed by the requested local, the next local named shall be requested to provide the balance of the funds. All loan funds shall be first submitted to FPSE and are disbursed by FPSE.

2.4. REPAYMENT OF LOANS

2.4.1 A local which has received loan assistance shall repay the principal within three months of the resolution of the dispute giving rise to the application for assistance. No interest shall apply to loans received and repaid during this period.

2.4.2 Where a local is unable to repay within the three-month period, the term of the loan may be re-negotiated by the borrowing local(s) with FPSE and the creditor local(s).

2.4.3 Interest shall apply from the first day of the expiry of the three-month period. The interest on the loan shall be prime plus 1% as established on the first business day of the month in which interest applies to the loan.

2.4.4 The principal and interest received by FPSE shall be forwarded forthwith to the local or locals providing the loan assistance.

2.5. DEFAULT

2.5.1 If a local defaults on its loan obligation under this policy for any reason, the local providing the loan assistance shall be reimbursed by FPSE from the Defence Fund and FPSE shall act as the creditor of the unpaid loan of the defaulting local.

2.5.2 Any lending local(s) shall receive from FPSE full repayment of an outstanding loan at the expiry of the three-month period or at any other time agreed for the repayment of the loan.

(1989 PC, 1990)

3. POLICY FOR PROVISION OF LEGAL SERVICES TO LOCALS

3.1 The agreement covering legal services is between FPSE and the legal firm.

3.2 FPSE's legal services are available for: · consultation and advice on bargaining, contract administration, certification, jurisdiction, Labour Relations Act, and any other matter pertaining to the operation of a local or locals; · representation in arbitration, Labour Relations Board, court, and any other legal proceeding pertaining to the operation of the union; · representation, on application by the local, in cases where a complaint is filed against a member before a professional body, college or association that arises out of the member's work covered by the local's collective agreement, and where membership in that body is a requirement for employment at that institution.

3.3 Locals must request legal services through FPSE. The decision as to whether a request can be handled by FPSE staff or should be referred to the legal firm will be made by the President in consultation with the Review of Grievance and Arbitration Committee (ROGA). On a day-to-day basis, authority to make decisions on locals' requests for advice and consultation may be delegated to the Staff Representatives.

3.4 If a local disputes the President's decision, it may appeal to the Executive.

3.5 Locals seeking legal services covered by the agreement between FPSE and the legal firm cannot request those services directly of the legal firm. Such direct requests not made through FPSE will be the financial responsibility of the local. At the point that FPSE assumes financial responsibility for a case, it is understood that the local has transferred responsibility for the case to the FPSE office.

3.6 Locals may, however, deal directly with the legal firm for FPSE legal services if the FPSE office has in advance arranged or approved a direct request. For example, FPSE could ask the legal firm to contact the local or vice versa.

3.7 The legal firm provides legal services to FPSE and to FPSE locals through FPSE. Therefore, only FPSE officials or staff or local representatives authorized by the FPSE office should request and use those services if FPSE is expected to pay for the services. An individual faculty or staff member who

directly requests advice from the legal firm without local and FPSE approval will be responsible for paying the firm for those services.

3.8 Local representatives will be asked to verify services received from the legal firm.

(PC 1987, AGM 1994, 2004)

4. APPEAL PROCEDURE FOR POLICY INTERPRETATIONS BY THE PRESIDENT

If a local president puts forward a policy interpretation request to the President and the local president disagrees with the interpretation, the local president can request:

- a. Within 24 hours, an appeal of the decision by polling the total Executive Committee. The FPSE President will then immediately notify the local president of the Executive Committee's decision.
- b. If the local president wishes to appeal the Executive Committee's decision, he/she can request a poll of members of the Presidents' Council within 48 hours, and the President will convey the decision to the local president. *(1997 AGM)*

5. ACCESSING FPSE CONTRACT ADMINISTRATION AND BARGAINING SERVICES

NOTE: Access to legal services is covered by the policy and procedures documents for legal services.

- Requests for bargaining and contract administration services are made as soon as possible in advance of the need for services.
- Normally a member organization's President will submit their requests to FPSE through their staff representative.
- Requests for short-term contract administration or bargaining services (e.g., a telephone consultation on a specific point) are handled directly by the Staff Representatives. If any question arises as to whether FPSE shall provide a service, the President shall make the decision.
- Requests for extended bargaining services shall be made directly to the President or designate. Extended bargaining services include the services of an interest arbitration panel and/or the services of a private mediator and the services of a private neutral for the conduct of strike votes where compelling circumstances exist requiring these services. These requests shall be approved or rejected by the President or designate. The appeal procedure for legal services shall apply.
- Requests for more sustained service re: contract administration (e.g., handling a grievance, arbitration, etc., over a period of time) are made in writing with supporting documentation. These requests shall be approved or rejected by the President, on the advice of the Review of Grievance and Arbitration Committee and in consideration of the following criteria:
 1. "Winnability" on the basis of law and the facts.
 2. Expense - a review of the monetary cost of the procedure measured against the monetary value of the remedy.
 3. Significance of the issue within the labour relations of the post-secondary system and for the particular collective agreement in question.
 4. Political significance to the local and to FPSE.

The appeal procedure for legal services shall apply.

REVIEW OF GRIEVANCE AND ARBITRATION COMMITTEE

- The Review of Grievance and Arbitration Committee (ROGA), when constituted, shall consist of the Secretary-Treasurer, the Staff Representatives, and the Chair of the Contract Administration Review Committee. The Secretary-Treasurer shall convene and chair the meetings of the Committee.
- ROGA makes recommendations on the revision and improvement of FPSE's handling of contract administration services.
- ROGA meets regularly on a monthly basis; in addition, it will meet on call as necessary.
- ROGA maintains and reviews the filing system for contract administration cases.
- ROGA establishes and maintains a Designated Grievance Contact Person list for which each local shall name one person. *(1986 PC, 1991, 1994, 2019)*

VI. PROCEDURES: PURCHASING & EXPENDITURES

1. EXPENDITURE POLICY – BUDGET ADMINISTRATION

Hosting is only by previous arrangement except where the Staff Representative pays for meals of witnesses or participants in hearings.

Locals are required to pay for their own expenses in the course of negotiations or observing hearings.

1.1. PRESIDENT (OR ACTING) AND SECRETARY-TREASURER EXPENSES

Same entitlements as staff, except for a discretionary hosting component.

1.2. GENERAL MEMBER EXPENSES

As set out in the claims form (see Policy on Travel Expense Claims). Reviewed annually by the Executive Committee.

1.3. SALARY AND TERM POLICY – PRESIDENT AND SECRETARY-TREASURER

Salaries and Monetary Benefits

FPSE does not provide for elected members to transition back into their home institutions, it will be incumbent on the President and Secretary-Treasurer to individually explore and to bank for PD and research opportunities with their home institutions upon their respective returns.

Terms

Terms for elected members of the FPSE Executive Committee will commence on the third Monday of August. This will allow for an orderly transition of the respective offices from the incumbents to the newly elected members of the Executive.

SALARIES

President and Secretary-Treasurer

General Principles:

1. When working for FPSE, members should receive remuneration similar to what they would have received had they continued in their regular positions from which they are released at their home institutions. Members should not be disadvantaged by working for FPSE.
2. To facilitate teamwork and goodwill, minimum compensation will be set at least the individual's top of scale or the *KFA Full-time Regular and Non-regular Type2 Faculty Members' top of scale salary (i.e. Step 11 + Stipend)*; whichever is greater.

Application

That the President and Secretary-Treasurer be relieved of their respective duties for the duration of their terms of office.

That, during their terms of office, the President and Secretary-Treasurer be paid 130% of the salary they would have received had they remained performing their respective duties. FPSE will arrange that home locals retain the individuals on their payrolls.

That the President and Secretary-Treasurer continue to receive the benefits they would have received had they remained performing their respective duties.

Expense Allowance

That the expense allowances for the President and the Secretary-Treasurer be 20% and 15% respectively of the KFA Full-time Regular and Non-regular Type2 Faculty Members' top of scale salary (i.e. Step 11 + Stipend). This allowance is intended to cover costs associated with an individual's work such as, but not exclusively, cellular, car insurance, commuting and work-related mileage, wear and tear, wardrobe and computing.

1.4. PRESIDENT/SECRETARY-TREASURER SCHEDULING AND ASSIGNMENTS

At the discretion of the two officers. However, the annual schedule of FPSE activities strictly limits the vacation and time off scheduling of the President and Secretary-Treasurer. There are no maximums or minimums for duty time and no overtime or compensating time off provisions. Pay for "time not worked" benefits are not available except for the statutory holidays and vacation time taken.

Subject to Executive Committee and Presidents' Council review and direction.

1.5. EXECUTIVE COMMITTEE MEMBER RELEASE TIME

2.9.1. FPSE will provide 2 sections release time for each Member-at-Large. (PC 2009, 2022)

2.9.2. FPSE will provide 4 sections of release time for each Vice-President. (2022)

1.6. PENSION PLAN TRUSTEE RELEASE TIME AND EXPENDITURE

2.9.3. FPSE will annually budget for the purchase of three-eighths of an FTE release time for each of its members serving as trustees. (2016, 2018)

2.9.4. For its members serving as trustees, FPSE will purchase further one-eighth FTE releases for each subsequent appointment as a Board Chair or Vice-Chair or appointment to a BC pension-related board or body.

2.9.5. Any stipends or per diems such trustees would receive are payable to FPSE.

2.9.6. Unless covered by the body or board concerned, pension trustee expenses are covered by the FPSE expense policy.

1.7. STANDING COMMITTEE DISCRETIONARY ACTIVITY BUDGETS

Preamble: Effective the 2021 – 2022 budget year, FPSE has begun to budget for discretionary activity spending by standing committees.

Given the nature of FPSE's standing committees' memberships and meeting schedules, the following guidelines have been prepared to help chairs and members understand the scope and purpose of committees' discretionary activity budgets.

Policy: While all standing committees have their own terms of reference, and they may receive directives from FPSE, their overall intent is to:

"... provide forums for the exchange of information and advice amongst FPSE locals. They provide a means to increase both the capacity and potential of FPSE and its locals to plan, prepare for and take informed action on vital matters of concern to our membership.

VI. Procedures: Purchasing & Expenditures

Standing Committees can also provide or be asked to provide specific advice or recommendations to Presidents' Council and/or the FPSE President on topics within their purview."

By allocating standing committees with annual discretionary activity budgets, FPSE's goal is to facilitate the work and effectiveness of standing committees.

Discretionary Spending Allocations: Section 8 of the FPSE annual budget details the annual budgets of committees. These amounts are approved annually at the FPSE AGM and unspent amounts do not carry forward to be used in future years. Budgeted discretionary activity amounts assigned to committees are fixed and vary according to the needs of each committee. Besides the discretionary activity portion, assigned budgets also include respective committees' expected expenses relating to meetings including, accommodation, travel and attendees' per diem expenses, along with some sundry expenses associated with particular committees (e.g., the Human Rights and International Solidarity Committee's \$12,000 for the annual speakers' tour).

Discretionary activity budget amounts are assigned to the following committees, the actual discretionary activity budget amounts appear in brackets:

- Bargaining Coordination (\$5,000)
- Contract Administration Review (\$5,000)
- Education Policy (\$5,000)
- Human Rights and International Solidarity (\$7,500)
- Workplace Health, Environment & Safety (\$5,000)
- Disability Management (\$7,500)
- Pension Advisory (\$5,000)
- Professional Development (\$5,000)
- Non-regular Faculty (\$7,500)
- Gender Equity and Women (\$7,500)
- Decolonization & Reconciliation Indigenous Standing Committee (\$7,500)
- Private Sector Committee (\$5,000)
- Climate Action (\$5,000)

Discretionary Activity Spending: FPSE is committed to employ and use unionized suppliers, and to follow other purchasing directives, wherever and whenever possible. Upon approval by the Standing Committee, discretionary activity budgets can be used for:

- Renting space to hold an event, training or professional development session involving the wider allied community;
- Catering a meeting;
- Parking for standing committee members to attend standing committee events away from the FPSE offices;
- Subscription of up to one year;
- Standing-committee training and education;
- Purchasing standing committee resources (e.g., a book, a banner...);
- Small scale awareness-raising printing of up to (e.g., pamphlets, buttons, t-shirts, handouts...);
- Non-FPSE affiliated guest speaker expenses (e.g., travel, accommodation and per diem expenses as established by the FPSE travel policy);
- Community organizing; and,
- Donations. For example,

- o Upon written request, support of up to \$1000, to aid standing committee-aligned, non- FPSE affiliated, BC-based groups to further their awareness raising efforts (e.g., supporting efforts to organize migrant workers in BC's agricultural sector);
- o Upon written request, solidarity-building donations and support of up to \$500 to standing committee-aligned, non-FPSE affiliated, BC-based groups (e.g., a donation to a women's shelter);
- o Up to \$200, to honour the death of someone whose activism the standing committee wishes to acknowledge; and,
- o in lieu of honoraria, of up to \$200, to a guest speaker's charity of choice.

Payment processes: Standing committee agendas will include note of the remaining availability of the committee's discretionary activity budget.

No expense on behalf of standing committees can be incurred without the advance approval of the appropriate standing committee or committees.

Direct Payment: In covering the costs of any business of FPSE, the approved method is through direct payment whereby FPSE arranges directly with a supplier and contracts for goods and services. Following meetings, chairs of standing committees should arrange, either directly, or through their committee support person, with FPSE to begin the acquisition and payment processes.

Reimbursement: On the rare occasions when members of standing committees incur an expense on behalf of their committee and seek reimbursement, these expenses need to have both, prior approval of the standing committee and written (i.e., email) approval from the Secretary-Treasurer.

Oversight: As a matter of ensuring FPSE's obligations are being met, standing committee approved expenses are subject to review by FPSE staff and PC. Where standing committees have questions about the eligibility of a proposed expense, they should consult with the Secretary-Treasurer.

Standing committees can independently decide to coordinate to pool their annual budget expenses to raise awareness of shared concerns (e.g., HRISC and the Climate Action standing committee could both donate up to \$1000 toward the same Green Peace project).

(2022)

1.8. MEETINGS AND CONFERENCE ATTENDANCE

Except for staff professional development, meetings and conferences are governed by the following criteria:

- (a) must serve a specific policy or servicing purpose;
- (b) must be authorized by the President when it is a staff member or representative;
- (c) must be "routine" if taken by the President or in order to implement a specific policy – non-routine or special conferences are approved by the Executive Committee, in advance where possible;
- (d) must be followed up with a brief report.

1.9. CONFERENCE ATTENDANCE AND COMMUNITY OUTREACH

FPSE CONFERENCE ATTENDANCE FUND (\$60,000)

Purpose: From time to time, representatives of FPSE will want to attend conferences or institutes concerning union activism, the union movement or subjects related to the work of

FPSE's standing committees. It is in FPSE's interest to help representatives attend these conferences in order to gain a better understanding of how to build FPSE's capacities or how to advance the working conditions at FPSE's member locals.

Criteria: Most PSE related conferences and institutes are planned years in advance, allowing interested parties ample time to plan their attendance. Written requests for conference and institute attendance should show demonstrable benefit to FPSE and its members, and should indicate alignment with FPSE's stated strategic priorities.

Attendees to conferences and institutes must be members of FPSE standing committees, members of PC, or members of the Executive.

Each applicant should complete an application form detailing, dates, registration fees, travel, and accommodation costs. As with other FPSE meetings, attendees will be eligible for established per diem allowances.

Within one month of return, attendees receiving conference attendance funds are required to submit a written report to PC in order to share learning valuable to FPSE.

Excluded: The FPSE Conference Attendance Fund does not apply to separately budgeted travel and accommodation needed to perform the duties of running FPSE's day-to-day operations (e.g., executive travel, attending PC and standing committee meetings, attending the meetings of organizations FPSE is a member of and lobbying efforts).

Eligible Applicants: Eligible applicants for the FPSE Conference Fund include:

- Members of PC
- Standing Committee members

Evaluation of Applications: Evaluation of applications will be conducted by:

- 1 Member of the FPSE Executive
- 1 chair, or an appointed member, of either the Professional and Scholarly Development Committee or the Education Policy Committee
- 3 Members of PC

The application deadline is November 30th. Recommendations will be forwarded to PC for approval at the January PC meeting.

FPSE COMMUNITY OUTREACH FUND (\$20,000)

Purpose: FPSE's membership consists of post-secondary educators. From time to time, FPSE will want to share acquired expertise with the wider community. This outreach can take many forms involving production of educational materials as shareable content or event hosting to educate members or the public. It is in FPSE's interest to help to produce these materials to raise the Federation's profile by either promoting workers' rights or social justice initiatives, or sharing knowledge.

Eligible Sponsors: Eligible sponsors for the FPSE Community Outreach Fund include:

- Standing Committees
- Locals as supported by their president
- Members of PC

Criteria: FPSE supported community outreach should demonstrably benefit FPSE and be related to the Federation's purpose and existing strategic priorities. In addition to a statement of support from the sponsor, requests for community outreach funding should detail how any monies will be used, who the principal organizer is, or organizers are, and what FPSE staffing supports will be required, along with a statement of the expected value to FPSE

of the outreach. The application should also include an assessment of the proposed project's originality and should detail how it will enhance similar work being undertaken by others in the community.

Community outreach projects need be applied for annually. Receipt of funding in one year does not guarantee ongoing funding.

A year following receipt of support from FPSE, successful applicants are required to submit a written report to PC, detailing status and sharing outcomes from the project.

Evaluation of Applications: Evaluation of applications will be conducted by:

- 1 Member of the FPSE Executive
- 1 The chair, or appointed member, of the Professional and Scholarly Development Committee
- 3 Members of PC

The deadline for research applications is December 31st. Recommendations will be forwarded to PC for approval at the February PC meeting.

Final Words:

- The call for all applications for both funds will go out to members of PC at the September PC meeting.
- The overall benefit to FPSE of the existence of these funds, along with their set amounts will be reviewed by PC, at least every four years.
- These funds will be available annually and made available through the FPSE budget approval process.
- These funds are separate from Standing Committees' annual discretionary budget allowances.

(2022)

1.10. FPSE SUPPORTED RESEARCH

Preamble: From time to time, FPSE is asked by allies to support research. The Federation supports research that has direct and immediate relevance to the labor movement in BC and from which FPSE expects benefits that will further its work in the sector supporting member locals and their members. To date, research-related allies have included the BCFED, CCPA, the CLC, and CAUT.

Forms of Support: The Federation is able to support allies' research with a combination of financial assistance, FPSE in-house expertise, temporary staff secondment, or resource provision (e.g., office space, computer access...) Where support is to be provided by FPSE, the terms of the support need to be established with the ally.

Timing of Support: FPSE Presidents' Council can approve support of an ally's research up to an amount of \$10,000 to be drawn from the budget (i.e., line item: 14(c)).

Requests for assistance, either financial or in kind, in excess of \$10,000 need to be approved through an AGM or SGM.

Academic Research: Because the federation is not equipped to assess the merits of applications and judge competing applications, oversee the appropriate application of its support, or to evaluate the outcomes of academic research, the Federation does not give financial support to academic research.

(2022)

1.11. ALCOHOL

FPSE does not pay for alcohol or other controlled substances, except tobacco for indigenous ceremonies and honoraria. Where appropriate and able, FPSE will arrange for cash bars to be available for attendees at conferences and general meetings organized by the Federation.

(2023)

2. POLICY ON TRAVEL EXPENSE CLAIMS

This policy applies to all claims to FPSE for travel expenses pertaining to meetings or other FPSE business.

2.1. GENERAL

Individuals seeking reimbursement for expenses incurred while travelling on FPSE business submit an Expense Claim Form and the necessary receipts.

- A separate Expense Claim Form normally is submitted for each distinct meeting/event attended or trip taken on FPSE business.
- Expense claim forms must be submitted no later than 45 calendar days after the event for which the expenses are being claimed.
- Original receipts (or photocopies of them) are submitted with the Expense Claim Form for expenses which require such documentation.

Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance by the Secretary-Treasurer.

FPSE has a 'union preference' policy.

2.2. TRANSPORTATION

The most direct and efficient mode of transportation is used unless otherwise approved in advance by the Secretary-Treasurer. Because of the working conditions imposed on service providers in the "gig-economy", FPSE does not reimburse for the use of ride hailing services.

AIRFARE *(Receipts required if not billed directly.)*

All airfare must be booked through WE Travel whenever possible. Airplane tickets are booked in advance to take advantage of any special airfares which may be available.

FERRY, TRAIN, SKYTRAIN OR BUS *(Receipts required.)*

Actual costs are reimbursed.

TAXI *(Receipts required.)*

Actual costs, including tips, are reimbursed.

AUTO

Individuals are reimbursed for the provision and use of personal vehicles, according to the BC government mileage rates, as set out in Item 2, Appendix 1 ("Travel Allowances") of the BC Government's Core Policy & Procedures Manual, Article 10.3.81. (PC 2015, 2023)

CAR RENTAL *(Prior approval and receipts after required)*

FPSE meeting attendees, who will need to rent a car, must have the Secretary-Treasurer's approval to do so five (5) business days in advance. (PC 2023)

2.3. OTHER EXPENSES

ACCOMMODATION *(Receipts required)*

Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out FPSE business. The most reasonable accommodation in the immediate vicinity of the individual's meeting or business is used. For all meetings held at the FPSE office or conferences at a hotel, accommodation is booked through the FPSE office for the designated hotel with which FPSE has negotiated special rates. Substitute hotels are not normally allowed unless previous arrangements have been made but will be reimbursed only up to the cost of the FPSE designated hotel.

An allowance of \$65.00 per night is paid when private accommodation is arranged by an individual.

MEALS *(No receipts required)*

The meal allowance is not applicable when meals are provided by FPSE at meetings or other events

Breakfast.....	\$15.00
Lunch.....	\$23.00
Dinner	\$36.00

INCIDENTALS *(No receipts required)*

Individuals are reimbursed \$15/day for incidental expenses, which covers items such as laundry, dry cleaning, gratuities, sundry necessities, etc.

DEPENDENT CARE *(Receipts required)*

Receipted dependent care expenses (e.g., childcare, eldercare, disabled care), up to \$30/hour will be covered for members of locals attending officially organized, or sanctioned FPSE meetings. In special circumstances, and with no less than 10 days' advance notice, additional support may be approved by the Secretary-Treasurer.

MISCELLANEOUS *(Receipts required)*

Telephone: Actual cost of calls on FPSE-related business is reimbursed.

Hospitality: Hospitality expenses are not normally reimbursed, unless authorized by the Secretary-Treasurer.

Other Expenses: Actual cost of other normal minor expenses such as parking are reimbursed. Internet access charges are reimbursed for members of Presidents' Council only. Additional expenses are not reimbursed unless authorized in advance by the Secretary-Treasurer.

Additional or unforeseen expenses will not be unreasonably denied.

(PC 1992, 2009, 2011, 2013, 2019, 2022, 2023)

2.4. DONATIONS POLICY

Donations enable the Federation of Post-Secondary Educators to support the work of other organizations whose goals are consistent with those of FPSE.

Through this policy FPSE will, within its capacity and as examples, consider donation requests from organizations and campaigns* that seek to:

- Advance workers' rights
- Promote community development and community impact
- Support the development of solidarity relationships
- Advance the rights of publicly-funded education
- Collaborate with other labour organizations

Organizations or campaigns seeking donations must make their request in writing and provide:

1. The name of the organization requesting the donation;
2. An email contact
3. The work/goals of the organization;
4. How the request fits in with the policies, direction, and mandate of FPSE
5. A list of expected costs;
6. A request for a specific amount;
7. The name of the payee that should appear on the cheque.

Donation Approval

All donation requests will be processed by the President and Secretary-Treasurer, who may:

1. Approve a donation for \$2000 or less;
2. Approve a donation that is ongoing;
3. Reject a donation request;
4. Refer the donation request to the Presidents' Council;
5. Refer the donation request to the Annual General Meeting.

Only one donation request per fiscal year will be made to an organization.

A donation request must be submitted in writing to:

FPSE Secretary-Treasurer
400-550 West 6th Avenue
Vancouver, BC V5Z 1A1

Requests for donations will be acknowledged, but only successful applicants will be contacted.

** FPSE donates only to organizations and campaigns, not to individuals.*

(2017)

3. FPSE ORGANIZING EXPENDITURES

Terms of Reference for Accessing Organizing Resources

Overview

FPSE is pleased to support the organizing of non-union post-secondary educators in both the private and public sectors in BC. This pursuit brings collective agreements to a sector that has notoriously exploited teachers for decades. It also brings decent pay, benefits, class size and grievance procedures, as well as connections to other post-secondary educators and the broader labour movement.

Procedures

Requests for Organizing Resources shall be made to the Executive Finance Sub-Committee and follow any protocol it requests, such as the instructions in the document, "Organizing Reimbursement and Invoicing."

A Staff Representative will normally be present when the Executive Finance Sub-Committee considers applications for organizing funds. The Staff Representative will have voice but no vote.

As part of the annual budgeting process, the Executive Finance Sub-Committee shall make a recommendation to Presidents' Council in March each year to set an appropriate budget line for FPSE organizing activities.

Activities and costs that may be supported include, but are not limited to, the following:

- Website & marketing
- Meetings & socials
- Travel & meals, as per current Expense Claim policies and procedures
- Promotional merchandise
- A request for release time may be considered. It requires a detailed rationale and costing

Process for Approval

Request for approval of projects and activities will be directed to the Secretary-Treasurer of FPSE, who will then send the request to the Executive Finance Sub-Committee.

Requests may come from any Local president or member of the FPSE Executive, from the Chair of Local 21's Organizing Committee, or from a Staff Representative, in the event a target is identified from outside an FPSE Local. In the latter case, the Executive Finance Sub-Committee will make a recommendation to Presidents' Council regarding appropriate placement of a new certification into either an existing FPSE Local or a newly created FPSE Local.

The Executive Finance Sub-Committee shall evaluate an application for funds based on the following criteria, as applicable:

- Target identified (name of institution, location, etc.)
- Number of potential new members
- Whether or not inside contact(s) have been identified and their ability to recruit others
- Financial viability for supporting the target as a new certification
- Sustainability of employer funding (i.e., private sector employer's ongoing viability)
- Capacity of employer to fight the organizing drive (and resources needed to respond)
- Likelihood of being able to successfully negotiate a first collective agreement

VI. Procedures: Purchasing & Expenditures

- Previous organizing attempts, if any, and reasons for failure of those attempts
- Proposed budget, including intended use of funds
- Political considerations for FPSE
- Other criteria as deemed relevant by the Organizing Sub-Committee

Normally, a request addressing these criteria, as applicable, must be submitted to the Executive Finance Sub-Committee prior to the disbursement of funds. However, exceptions may be made where the organizing circumstances necessitate immediate disbursement of funds. In such cases, the Executive Finance Sub-Committee will make a reasonable effort to consult with the applicable Staff Representative prior to the disbursement of funds.

If there are questions of clarification, the Secretary-Treasurer will seek answers, relay them to the members of the Executive Finance Sub-Committee, and request approval. This will be done in as timely a manner as possible.

Once the Executive Finance Sub-Committee has made a decision, the Secretary-Treasurer shall inform the applicant and the Staff Accountant, who will file the approval and check it against invoices that come in after the activity has occurred. In some cases, FPSE may forward an advance for an approved activity/event.

The Staff Accountant will provide detailed instructions and assistance in preparing invoices for reimbursement. In accounting for organizing expenditures, the Staff Accountant will include, as a separate line item, the legal costs associated with organizing, such as applications filed at the Labour Relations Board and any other matter identified by a Staff Representative.

(2014, 2017)

VII. FPSE AGM RESOLUTIONS POLICY

1. PREAMBLE

The Federation of Post-Secondary Educators assumes and gives an increasingly important voice to the post-secondary narrative in BC and Canada. As a part of that mission, the Federation holds annual general meetings that are inclusive and democratic. To reflect the past and present dedication of its overall membership and employees, and to help ensure their vision is realized, it is essential that FPSE's general meetings be procedurally just.

The following policy, and its accompanying procedures, provide the rules for the introduction of resolutions to FPSE AGMs. The intent of this policy is to recognize and codify the various pathways by which resolutions appear on the agenda of an FPSE AGM. This policy, and its accompanying procedures, bring transparency to an important function of FPSE's governance, to ensure stakeholders have confidence in the predictability, reasonableness and fairness of the process. Ultimately, a smoothly executed AGM will ensure a greater number of more varied resolutions come to the floor for discussion and consideration.

2. SUBMITTING RESOLUTIONS TO THE AGM

The Purpose of Resolutions in the Governance of FPSE

The main forum for FPSE's policy-making is the AGM resolution cycle. It provides an opportunity for member Organizations to express concerns, share their experiences and take a united position.

REFERENCE

Union of BC Municipalities (n.d.) Resolutions Procedures. Retrieved from <https://www.ubcm.ca/EN/main/resolutions/resolutions/resolutionsprocedures.html>. Accessed April 5, 2019.

3. FPSE AGM RESOLUTIONS PROCEDURES

Origins of Resolutions

The following sections outline:

- Who may submit a resolution to the AGM;
- Timelines for submitting resolutions to the AGM; and,
- Handling of resolutions by the Resolutions Sub Committee

Who may submit a resolution to the AGM?

Throughout the year, the following can put forward resolutions for the upcoming AGM:

Standing Committees

- FPSE Standing Committees may recommend resolutions for the AGM to Presidents' Council. Such recommendations must be received by PC no later than the March PC meeting. PC may refer a recommendation back to the SC or approve it to become a resolution at the AGM.
- Any SC recommendation for an AGM resolution, received after the conclusion of the March PC meeting will be deemed to be late by the RSC.

Presidents' Council

- All action resolutions made by FPSE Presidents' Council, during the year, shall appear in the AGM program, in order to provide an opportunity for the AGM to confirm actions taken by Presidents' Council between AGMs.
- PC can recommend resolutions at any time.

Individual Member Organizations

- Individual member organizations can put forward a local resolution to the AGM at any time.
- Local resolutions, received before the conclusion of the March PC meeting, may be reviewed by PC and may be recommended by PC to the AGM.
- Local resolutions received by the March PC deadline but not reviewed or recommended by PC, will proceed to the AGM as local resolutions.
- Local resolutions received after the conclusion of the March PC meeting will be deemed to be late.

Individuals

- Individual persons cannot advance a resolution on their own.
- Resolutions made by individuals must be:
 - (a) Moved and seconded by member organizations
 - (b) Endorsed by the Presidents of the moving and seconding member organizations
- Individual resolutions which meet the conditions above become a resolution from the member organization that moved the motion.
- Up through to the March PC meeting, an individual's resolution will either be referred back to the member organization that moved the resolution or recommended by PC for inclusion at the AGM.
- Any resolution submitted under this section, after the conclusion of the March PC meeting, will be deemed to be late by the RSC.

4. TIMELINES FOR SUBMITTING RESOLUTIONS TO THE AGM

Before the AGM

Resolutions may be, and are, submitted throughout the year. To be included in, or considered for, a particular year's AGM, the following cut-off dates apply:

- Resolutions coming from member organizations are due by the conclusion of the March PC meeting. Member organizations' resolutions that miss this deadline will be considered to be late.
- Special resolutions are due the sixth Friday before the start of the AGM. Special resolutions that miss this deadline, will have to be considered at the following general meeting.

During the AGM

- The RSC will accept late resolutions, for consideration up until 13:30 local time each day for possible inclusion in the next day's proceedings.
- For all resolutions received from the floor, AGM Rules of Order #1 applies: "All resolutions moved at AGM must be endorsed by the mover's and seconder's local presidents prior to submission to the Resolutions Committee and allow for distribution at least one hour before debate."

5. HANDLING OF RESOLUTIONS BY THE RESOLUTIONS COMMITTEE

Ordering of Resolutions

The RSC considers resolutions taking the following (in order of importance) guidelines into account:

1. Monetary
 - a. Motions requiring a 2/3's super-majority (i.e., related to Bylaws and the FPSE Constitution)
 - b. Emergency
 - c. FPSE Policy or Position
 - d. Standing Committee
 - e. Late

2. Non-monetary
 - a. Motions requiring a 2/3's super-majority (i.e., related to Bylaws and the FPSE Constitution)
 - b. Emergency
 - c. FPSE Policy or Position
 - d. Standing Committee
 - e. Late

Resolutions are prioritized based on the relative importance of each resolution. Consideration is given to ensuring a diversity of discussion and the resolution's complement to the remaining convention schedule.

Monetary Resolutions

AGM motions submitted by Locals with financial implications to the operating budget of more than \$100,000 must be submitted at least 10 days prior to PC's March meeting. PC will make a recommendation to the AGM on each motion of more than \$100,000.

Late Resolutions

Resolutions received by the RSC, after the conclusion of the March PC meeting, will be deemed to be late. Late resolutions will be added to the end of the AGM resolution list in the order they were received by the Chair of the RSC.

Emergency Resolutions

Late resolutions that qualify as an emergency with respect to FPSE's normal activities will be inserted into the agenda subject to the above "Ordering of Resolutions".

Amending Resolutions

Normal resolutions can be amended from the floor. Amendments must be moved and seconded by member organizations.

Special resolutions cannot be amended.

6. AGM INTERNAL POLICY

- 8.1 From 2012 forward the Annual General Meeting delegate count will be capped at 136 delegates, on a proportional basis. *(2012)*
- 8.2 The incoming Standing Committee Chairs shall attend the Annual General Meeting and present the committees' annual report *(PC 2012)*
- 8.3 The budget presented shall include all four funds of the organization: Operating, Capital, Defence and Professional Development Funds. *(2006)*
- 8.4 Annual General Meeting delegate fees shall be paid by the locals at the time of registration. *(2005)*
- 8.5 The FPSE Annual General Meeting package, including all reports, resolutions, and background materials, shall be circulated to all voting delegates at each local at least ten working days ahead of the AGM, through the local presidents. *(2005, 1996)*
- 8.6 The guide for the rotation of the FPSE convention shall be as follows: Vancouver Island (2017), Lower Mainland (2018), Kootenays (2019), Lower Mainland (2020), North Central (2021), Lower Mainland (2022), Thompson-Okanagan (2023); Lower Mainland (2024); Northwest (2025), Lower Mainland (2026) with a rotation among the Lower Mainland locals. *(2016, 2013)*
- 8.7 Resolutions shall be administered as per the Resolutions Committee's terms of reference. *(2018, 2022)*
- 8.8 Following the AGM:
- Resolutions not addressed at the FPSE AGM will be advanced to a Special General Meeting, to be held by November 30th.
 - The FPSE Policy and Procedures Manual will be updated after each AGM and SGM for distribution by December 31st.
- (2022)*

VIII. FPSE POLICY

FPSE VALUES STATEMENT

FPSE adopts the following “Values Statement” for the purpose of guiding policy initiatives and reviews:

Preamble

The men and women who work in colleges, institutes, and universities play a unique role in British Columbia’s post-secondary education system. While recognizing that education now takes place in a global context, the institutions are also deeply rooted in their individual communities. Since its inception, the system has provided access to post-secondary education for large numbers of adults who had previously been barred from access for geographic, economic, social or psychological reasons. The over 10,000 members of the Federation of Post-Secondary Educators support the following values as desirable elements of post-secondary education in British Columbia.

Education is of significant social and personal value.

We believe education is valuable for the role it plays in the development of people’s lives. This role includes the development of a critical approach to ideas and the political, social, economic and intellectual empowerment of learners. Education is necessary for personal fulfillment, for the development of skills and capacities permitting employment, and the development of active citizenship. Education should help people to take responsibility for the world they live in as active agents – not as objects.

Respect between educators and learners is essential to quality education.

Educational programs must be developed to meet the needs of the learner while respecting the learner’s perspective. Respect for the adult learner means valuing the knowledge they bring regardless of whether or not that knowledge was gained in formal educational settings. Respect for learners must also acknowledge differences in learning styles and in life experiences. Educators, in turn, should be respected for their knowledge of their subjects, their teaching excellence, their commitment to ongoing professional development, and their communication and interpersonal skills.

Public education is an important social good and investment.

We believe that post-secondary education must serve its community and meet public needs. This can only be accomplished by a publicly funded and administered education system focused on public priorities rather than profit.

Public education is a right and plays a valuable role in supporting a democratic society.

An affordable, quality public education must be a right in a civil society. In turn, education supports society by creating an informed citizenry and by reducing economic disparity.

Academic freedom and the open discussion of ideas are critically important in the supporting of a democratic society by public education.

The common good of society depends upon the search for knowledge and its free expression. Academic freedom is essential to both these purposes in the teaching function, as well as in scholarship and research. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest thirst for knowledge.

British Columbia's public education system should support equity in terms of learners, educators and curriculum.

People should be made to feel welcome and supported in all aspects of educational life regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, financial circumstances or geographic location. This equity must extend to both the learning and working environments.

British Columbia's community-based colleges, institutes and universities must offer a broad and comprehensive range of learning opportunities.

Geography should not bar access to programs in a general education or to upgrading programs for those who require them. Additional programs must be available to meet the needs of specific communities and groups.

British Columbia's post-secondary institutions must be responsive to learners, to the communities they serve, to the people who work in those institutions, and to the public which funds them.

Accountability within post-secondary education must be broadly based. This accountability can best be expressed in efforts to meet democratically developed goals for the post-secondary education system that are developed by learners, educational workers, communities and government.

British Columbia's post-secondary system should strive for universal accessibility.

We believe government and British Columbia's post-secondary system must eliminate barriers to accessibility and to transfers between public post-secondary institutions.

Interaction between instructors and learners, and among learners, is essential for quality education.

Education is a social process, and this must be acknowledged when using any form of delivery.

Quality instruction and support is key to student success.

We are dedicated to providing quality instruction and support for student success. We support changes in education that make learning for adults more meaningful and effective. Appropriate support services, including library and counselling services, are essential to student learning and success.

The rights of people working in education must be respected.

We advocate unionization and free collective bargaining as the best way to ensure the establishment and maintenance of fair and equitable working conditions for all persons employed in British Columbia's post-secondary education system.

Ongoing professional development is a member right and an institutional and member responsibility.

We are committed to continued enhancement in our areas of expertise and our instructional and professional approaches. Post-secondary institutions should be communities that actively support the ongoing professional development of their members.

Scholarly activity is integral to effective learning.

We are committed to scholarly practices that result in more effective student learning. We support a workplace environment that allows faculty to engage in scholarly teaching, enquiry, discovery, integration, creativity, professional service, and application.

1. INTERNAL

1.1. FPSE CONFLICT OF INTEREST POLICY AND PROCEDURES

Preamble: Existing, perceived or potential conflicts of interest are contrary to the purposes of FPSE. This Policy prohibits FPSE members from participating in any discussion or voting on matters in which the member has a direct or indirect specific interest in a matter that constitutes, or may be seen to potentially constitute, a conflict of interest. The conflict of interest provisions contained in this Policy are intended to ensure transparency, impartiality, and integrity in Federation decision making.

Policy: Conflicts of interest can be designated as one or both of the following:

- A. **Pecuniary (financial) Interests:** these include potential, perceived, or actual financial gain or loss. A pecuniary conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any event in which an FPSE member may benefit materially from knowledge of, participation in, or by virtue of an investment decision on holdings of FPSE.
- B. **Non-pecuniary interests:** These may arise from potential, perceived, or actual interests in personal or professional relationships that do not specifically amount to a material or financial interest. A non-pecuniary conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any private interest in which an FPSE member benefits from participation in, association with, or by virtue of participation as an FPSE elected or appointed position, and is distinct from the general interests of FPSE. For the purposes of this Policy, any excluded administrative position or appointment shall be considered as a serious non-pecuniary conflict and will disqualify the member from being elected or appointed to any FPSE committee or positions, and will disqualify the person from participation in any FPSE meetings or business.

Where there is any potential, perceived, or actual conflict with matters of FPSE, members are required to declare their specific interest in the matter. Such members will recuse themselves from the discussion and abstain from decision making with respect to the area(s) of conflict, and a written record of the conflict will be maintained by the Executive Committee.

No part of FPSE Funds shall be loaned to any FPSE contractor, employee of an FPSE contractor or any FPSE member, or any legal entity owned or controlled by any of the aforementioned.

No member of the executive shall assume a position of paid employment with the Federation until after a period of 2 years following the end of their term on the Executive.

Procedures: The key consideration is whether a reasonable person would conclude that a private or conflicting interest or personal benefit could influence or affect the decision making and be in conflict with FPSE. When in doubt, it is advised to err on the side of caution and declare any real or perceived pecuniary or non-pecuniary conflict of interest.

Should a conflict of interest arise, the member in the actual or perceived conflict, or any person who becomes aware of a conflict of interest situation, the person must:

- A. **Disclose** the conflict of interest as defined above prior to commencing in any activity or role and file with the FPSE President. This must include involvement with charitable organizations, vendors or business interests, or with any other associations that might produce a pecuniary or non-pecuniary conflict of interest.

- B. **Declare** any conflicts of interest of which they become aware either at the start of the execution of their duties or any President's Council or Executive committee meeting concerned or when a relevant issue arises. If this occurs during any Presidents' Council, Executive Committee, or General meeting, the nature of this conflict of interest should be entered into the meeting minutes.
- C. **Recuse** themselves from any discussion on topics involving a conflict of interest.
- D. **Abstain** from attending the meeting during discussion, voting, or deliberating on decisions related to the conflict of interest, unless expressly invited to do so by unanimous agreement by all other members present. The Presidents' Council or Executive Member's abstinence should be recorded in the meeting minutes.
- E. **Respect** the confidentiality of all person(s) who declare an existing or potential conflict of interest.
- F. **Report** any matter to the FPSE President, Executive Committee, or Presidents' Council when there is an allegation that a person has a conflict of interest, (actual or potential). When Presidents' Council or the Executive Committee is unable to reach agreement from all parties involved that the conflict of interest exists, the matter should be referred to the Ombudsperson.

Gifts or Stipends: A member must not, directly or indirectly, accept from a third party a fee, compensation, gift or personal benefit that is connected with the member's performance of the duties of office.

Any gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office must be understood to be the property of FPSE.

A person who contravenes this section is disqualified from holding an elected position or serving FPSE unless the contravention occurred inadvertently or because of an error in judgment made in good faith.

Indigenous protocol gifts are exempt from being the property of FPSE but must be disclosed according to the Disclosure of Gifts guidelines.

Disclosure of Gifts: Where a member who receives a gift or personal benefit as a result of performing their duties, the member must file with the FPSE President or delegate, as soon as reasonably practicable, a disclosure statement indicating:

- i. The nature of the gift or benefits,
- ii. The source,
- iii. The date it was received, and
- iv. The circumstances under which it was given and accepted.

A person who contravenes this section is disqualified from holding elected office or FPSE appointments unless the contravention occurred inadvertently or because of an error in judgment made in good faith.

(2022)

1.2. EVENTS

1.2.1. CANCELLATION POLICY

FPSE locals will be invoiced for costs incurred for members who have confirmed attendance but do not attend a meeting or event without cancelling within the noted timeline or do not have a documented/verified reason for last-minute cancellations.

(AGM 2023)

1.2.2. FPSE HARASSMENT POLICY

FPSE adopts the following harassment policy, to be read at the commencement of all FPSE conferences, conventions, and the Annual General Meeting:

FPSE upholds the principles outlined in the FPSE Constitution and further upholds the rights of members to participate fully in the functions of the organization in an atmosphere of mutual respect, cooperation and understanding.

FPSE therefore upholds the rights of all members to mutual respect, dignity, and freedom from discrimination and harassment of any kind during all FPSE functions.

Any conduct that undermines these rights also undermines the purposes and goals of our organization.

It is the policy of the Federation of Post-Secondary Educators to oppose any disrespectful personal conduct, discrimination or harassment on the basis of sex, gender identity or expression, age, race, colour, religious affiliation, national or ethnic origin, sexual orientation, physical disability, mental disability, political belief, marital or family status, socio-economic circumstance, or conviction of a criminal or summary offence unrelated to their employment or union responsibilities. (2020)

The purpose of this statement is to make it clear that discrimination, harassment or disrespectful conduct will not be tolerated at FPSE events. Behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment will not be condoned or tolerated.

Harassment may include comments or conduct that is known or ought reasonably to be known to be unwelcome. It is the reasonably foreseeable impact of the comment or action on the victim, and not the intent of the person making the comment or taking the action, that matters. One incident or a series of incidents may constitute harassment.

If you experience harassment or discrimination, please raise your concern through the following process:

Contact the ombudspersons – one male, one female – appointed by the President for the duration of the event. You can contact them by leaving a message for the ombudspersons with any FPSE support staff or by contacting the persons directly.

The ombudspersons will investigate and try to resolve the problem. They may take whatever action is required to correct the situation, including asking that the harasser be removed from the event.

Confidentiality will be respected throughout the process. (2001)

1.2.3. FPSE-SPONSORED EVENTS POLICY

If FPSE is indirectly sponsoring an event, a Local contact person will consult with the host FPSE Local's executive about any event taking place at that Local's campus(es). If the event includes off-campus activities in coordination with another union or community group, the Local contact person will inform the host FPSE Local's Executive of the planned activities.

If FPSE is directly sponsoring an event, in addition to the above, the Local Executive will consult with the FPSE President or designate about any planned event that will be funded wholly or partially by FPSE.

If FPSE's name is to be used on any promotional materials, the use of FPSE's name must be approved by the FPSE President or designate.

- 1.2.4. PHYSICAL CARE BREAKS
All FPSE meetings shall incorporate short “physical care” breaks for moving and stretching. (2001)
- 1.2.5. SPOUSE/CHILD FEES
For all Annual General Meetings, conferences and other FPSE events, spouses/partners and children 12+ accompanying members or participants will be charged at the current members’ meal rate; children under 12 will be charged half the rate. (Executive Committee 2000)

1.3. BUDGETING

- 1.3.1. The maximum level of net assets maintained in the General Operating Fund will be set at 35% of the expenditures of the General Operating Fund, and any amount exceeding this maximum will be transferred to the Defence Fund. (2002)
- 1.3.2. The FPSE Defence Fund shall be managed under the following guideline:
The budgeted Defence Fund transfer shall be 20% of regular members’ dues. (1998, 2013, 2017,2021)
- 1.3.3. AGM motions submitted by Locals with financial implications to the operating budget of more than \$100,000 must be submitted at least 10 business days prior to Presidents’ Council March meeting. Presidents’ Council will make a recommendation to the AGM on each motion of more than \$100,000. (2017, 2020)
- 1.3.4. The Resolutions Committee, in consultation with the Executive, will prioritize AGM motions that have a financial impact on the operating budget prior to their being debated by AGM delegates. (2017)
- 1.3.5. FPSE shall allocate sufficient resources so that each local may receive appropriate material, training and advice on how to proceed toward the goal of bringing programmers and instructors within instructional areas variously labeled Continuing Education, Extension Services, or Contract Services into their bargaining units. (1995)
- 1.3.6. FPSE dues shall be set as a percentage of the gross income of faculty and staff represented by FPSE. (1987)
- 1.3.7. The Presidents’ Council shall approve an interim budget at its last meeting of the prior fiscal year. This interim budget will guide FPSE expenditures until approval of the formal budget at the Annual General Meeting. (1987)
- 1.3.8. Annual budgets for Standing Committees must be based on the costs of carrying out specified activities; however, a committee’s activities may be changed – within the limits of its annual budget – with the approval of the Executive Committee. (1987)
- 1.3.9. Where budget lines are to be changed, they shall be changed with the approval of the Presidents’ Council. (1986)

- 1.3.10. The utilization of surplus shall be explicitly built in to the proposed budget presented to any Annual General Meeting. (1986)

1.4. COMPENSATION / RELEASE TIME

- 1.4.1. *Preamble:* From time to time, FPSE may, through PC, arrange for locals' members to perform additional work beyond the normal scope of standing committees, and PC and the Executive. These arrangements must be made, between the individual and PC, prior to commencing the work. This work can take the form of research or serving as a representative of the collective membership of FPSE member locals. When such work is deemed to be necessary, compensation is in the form of release time.

Release time is modelled on relief from teaching duties. Release time is intended to allow an individual time to attend and to prepare for meetings or to free up time to complete the necessary work on behalf of FPSE.

FPSE awards release time based on its budgetary cycle.

Historically, rewards of release time have typically been assigned on an ad-hoc basis, rarely with corresponding reporting mechanisms established at the time of award.

Policy: Because:

- FPSE does not have a direct relationship with member locals' membership;
- Not all member locals' members are employed on the same pay-scale;
- Not all member locals' members are employed on a full-time basis;
- Not all member locals' members work includes teaching;
- Release time is not uniformly applicable to local members' membership;
- Members of locals' work calendars are varied; and,
- FPSE does not have formal and direct relationships with and of the member locals' employers.

When supported by detailed invoicing form either a local or an employer, FPSE will compensate sections of release time, guided by the following:

- Only for members in good standing of FPSE member locals;
- Only when accompanied by a work plan, including a reporting requirement;
- Up to 18.75 % (3/16th)³ of the prevailing Kwantlen Faculty Association's (KFA) contract and set at the KFA Full-time Regular and Non-Regular Type 2 Faculty Members' top of scale salary (i.e., Step 11 + Stipend); and,
- FPSE does not pay member directly for release time.
- FPSE does not "bank" unused release time or monies, on behalf of either member locals or released individuals, for future payouts. (2022, 2023)

- 1.4.2. FPSE appointees who receive stipends or *per diems* must revert them to FPSE to pay for release time and any other expenses incurred. (2000)

³ 18.75% equates to 12.5% of an annual salary that one section of release would represent (i.e., 1/8th of workload) plus the expenses the employer incurs (e.g., taxes, benefits, etc.), estimated to be half of an employee's wages (i.e., 6.25%).

- 1.4.3. FPSE does not pay members of local for the activist work they do in service of FPSE, as either individuals, or as members of committees. (2022)
- 1.4.4. The Chair of the Non-Regular Faculty Committee is awarded one section of release per year. (2022)

1.5. DEFENCE FUND INVESTMENT POLICY

Section 1: Purpose

- 1.1. This statement of investment policy (“the Policy”) applies to the assets held in the Defence Fund (the “Fund”) for members of the Federation of Post-Secondary Educators (“FPSE”), pursuant to sections 3.8, 13.5, and 13.6 of the FPSE Constitution.
- 1.2. This policy establishes investment principles and guidelines giving particular consideration to the nature and purpose of the Defence Fund, its characteristics and its financial obligations, and to define the management structure and monitoring procedures adopted for ongoing operation of the Fund.
- 1.3. This policy may be changed or modified at any time by FPSE’s Presidents’ Council, with such changes to be presented to the next Annual General Meeting for disposition. Any investment manager (the “Manager” or “Fund Manager”) or other agent or advisor providing services in connection with the investment of the Fund shall accept and adhere to this policy.

Reporting: Investment reports shall include a detailed schedule of investments, as well as the portfolio value and performance information. The audited financial statements shall include a summary of year-to-year changes, investment income and contributions, and deductions (if any).

The audited financial statements shall include a summary of, and the investment reports shall include a detailed schedule of investments, showing the amounts of holdings, costs and market value.

Section 2: Executive Responsibilities

- 2.1. Presidents’ Council has the ultimate responsibility for the prudent investment of the Fund. Presidents’ Council is responsible for all aspects of the Fund, including developing an investment policy, establishing and maintaining an investment manager structure, and monitoring investment results.
- 2.2. Presidents’ Council may delegate their responsibilities under this policy as they deem appropriate.
- 2.3. Presidents’ Council may adopt regulations which establish the delegated responsibilities and powers and the corresponding delegate (e.g., investment manager, investment committee). In the case of delegation regarding any aspect of this policy, the reference to Presidents’ Council herein shall be interpreted as a reference to the appropriate delegate.

Section 3: Nature of the Fund

- 3.1. FPSE shall establish and maintain a Defence Fund to support regular members and participating associate members engaged in strike, lockout or picket line recognition or for such other action in defence of FPSE as is approved by Presidents' Council.
- 3.2. The investment objectives for the Fund recognize the potential need for disbursement and periodic need for liquidity.

Section 4: Fund Objectives

- 4.1. The ability of the membership to withstand a work stoppage is directly related to the return achieved by the Fund and the accumulation of contributions.
- 4.2. To fulfill FPSE's objectives over the long term, the Fund should achieve over a rolling five-year average total rate of return as follows:
 - (a) a net (after deduction of investment management fees) return of annual CPI (Canada), plus 2.0% per annum; and
 - (b) a net (after deduction of investment management fees) return of 4% per annum.

Section 5: Permitted Categories of Investment

- 5.1. Subject to other provisions of this policy, the Fund may be invested in any or all of the following asset categories and subcategories of investments. These investments may be obligations or securities of Canadian entities:
 - (a) common stocks, convertible debentures or preferred securities;
 - (b) bonds, debentures, mortgages, notes or other debt instruments of governments, government agencies or corporations;
 - (c) guaranteed investment contracts or equivalent of insurance companies, trust companies, banks or other eligible issuers, or funds which invest primarily in such instruments;
 - (d) annuities, deposit administration contracts or other similar instruments regulated by the Canadian and British *Insurance Companies Act* (Canada) or comparable provincial law, as amended from time to time;
 - (e) term deposits or similar instruments issued or unconditionally guaranteed by trust companies or banks;
 - (f) cash, or money market securities issued by governments, government agencies or corporations;
 - (g) mutual, pooled or segregated funds which may invest in any or all of the above instruments or assets.
- 5.2. Unless specifically approved elsewhere in this policy, the Fund may not be invested in categories of assets excluded from Section 5.1, including but not limited to investment in commodities, precious metals or collectibles.
- 5.3. No investment shall be made which is not permitted by relevant provincial or federal legislation.
- 5.4. Exclusionary Screens
 - (a) MILITARY
For the purposes of FPSE's Defence Fund investment portfolio, companies will be ruled ineligible if they derive 5% or greater of revenues from weapons-related contracting or consulting, including the manufacture of (i) air, land or sea military

vehicles; (ii) rifles, missiles, bombs, or other explosive devices; (iii) ammunition; (iv) technology, such as 'smart' weapons or guidance systems; or (v) nuclear weapons or components for nuclear weapons systems.

(b) NUCLEAR POWER

FPSE's Defence Fund investment portfolio will not include companies that

- generate electricity from nuclear fuels or have an interest in a nuclear power plant that is operating or under construction; or
- mine, process or enrich uranium, or are otherwise involved in the nuclear fuel cycle.

(c) TOBACCO

FPSE's Defence Fund investment portfolio will not include companies that derive revenues from the production of tobacco products or whose involvement in activities closely associated with the production of tobacco products represents 5% or greater of annual revenues.

Tobacco products include cigarettes, cigars, pipes, chewing tobacco, snuff, and cigarette and pipe tobacco. Related activities include (but are not limited to) the manufacture of rolling papers, filters and packaging. Companies involved in the distribution and sale of tobacco and tobacco-related products remain eligible for the Fund.

(d) QUALITATIVE SCREENS

FPSE's Defence Fund investment portfolio's qualitative screens (products, business practices, international/human rights, environment, employee relations, diversity and community) exclude companies whose record on balance are negative in these areas. Accordingly, problems in one of these areas do not necessarily eliminate a company from eligibility. This analysis incorporates the best-of-sector approach, whereby a company's record is measured against those of its industry counterparts. The screen also seeks to include companies whose records in diversity and employee relations are positive.

(e) PRODUCTS

Within the context of its overall structure, FPSE's Defence Fund investment portfolio does not include companies that manufacture products that cause (or allegedly cause) permanent impairment, life-threatening or non-life-threatening injuries or illness.

(f) BUSINESS PRACTICES

FPSE's Defence Fund investment portfolio does not include companies:

- that have paid recent fines/penalties as a result of questionable marketing or production practices; or
- that have paid recent fines/penalties relating to price fixing, antitrust violations or consumer frauds.

(g) INTERNATIONAL OPERATIONS/HUMAN RIGHTS

In evaluating eligibility for investment, an analysis is done on the company's international operations based on its own merits. Implicit in this company-specific approach to international/human rights analysis is the realization that investment in less developed economies can have either a positive or negative impact on the citizens of the host country. Investment can provide jobs and raise the standard of living in these countries, but it can also cause significant social

and environmental damage. Accordingly, FPSE's Defence Fund investment portfolio does not include companies:

- whose operations in less developed countries have been the subject of significant controversies related to treatment of employees, degradation of the environment or relationships with indigenous peoples; or
- whose major suppliers have been cited for mistreating employees or using child or prison labour; or
- that operate in countries with repressive regimes.

(h) ENVIRONMENT

In measuring eligibility for FPSE's Defence Fund investment portfolio, a company's environmental performance record is measured on balance against those of its industry counterparts. Therefore, within this best-of-sector framework (and within the context of its overall performance), companies are not included that:

- have poor environmental compliance records, including a history of fines or civil penalties as a result of transgressing federal or provincial environmental legislation; or
- have recently been involved in major controversies with local environmental or community organizations involving some form of environmental degradation; or
- manufacture or emit significant amounts of ozone-depleting chemicals or give rise to emissions that contribute significantly to global warming or the formation of acid rain; and
- have no corresponding strengths in these areas.

(i) EMPLOYEE RELATIONS

In measuring eligibility for FPSE's Defence Fund investment portfolio, a company's employee relations performance is measured on balance against those of its industry counterparts. Therefore, within this best-of-sector framework (and within the context of its overall performance) those not included are companies:

- with poor health and safety records; or
- with records of violations, convictions or fines for unfair labour practices, and/or significant number of work stoppages; or
- that do not provide a level of benefits to their employees that is comparable to industry counterparts (including share ownership opportunities, profit-sharing programs or other participatory initiatives).

In determining eligibility for investment, FPSE also seeks to include companies that demonstrate a strong commitment to progressive employee relations, especially when compared to industry counterparts.

(j) DIVERSITY

A company is excluded from eligibility for FPSE's Defence Fund investment portfolio under the following conditions:

- it has no employment equity policy or programs in place to encourage the hiring and promotion of disadvantaged groups; and
- there are no women within the ranks of senior management, and it has 1,000 or more employees; or
- it does not include gay and lesbian employees in its employee benefit plans; or
- it recently has been involved in major controversies involving its hiring and promotion record.

In determining eligibility for investment, FPSE also seeks to include companies that demonstrate a strong commitment to diversity in the workplace, especially when compared to industry counterparts.

- (k) A company is excluded from eligibility for FPSE's Defence Fund investment portfolio under the following conditions:
- it has paid fines or civil penalties, or has been involved in a major controversy, related to a community in which it operates; or
 - its relations with a community in which it operates have become strained due to recent plant closings or a general breach of its agreements with the community; or
 - it recently has been involved in a major controversy with aboriginal peoples and communities.

Section 6: Degree of Risk and Diversification

- 6.1. The investment objectives for the Fund have been reviewed with regard to the risk tolerance of Presidents' Council and characteristics of the Fund. The primary observations are:
- (a) The Defence Fund has been in existence since 1986 and it has been drawn on several times during work stoppages, none of which were system-wide. The future likelihood of further strikes or lockouts cannot be predicted, but AGMs have regularly authorized expenditures from the Defence Fund for system bargaining, or campaigns in defence of the post-secondary education system.
- (b) In the event of a work stoppage it is likely that a substantial portion of the Fund will be dispersed to members. During windows of collective bargaining, it is important to consider liquidity.
- 6.2. In view of the purpose of the Fund and its current financial position, an average degree of risk in terms of short-term variability of returns, relative to a broad range of Canadian funds, will be accepted in the Fund's investments in pursuit of long-term returns.
- 6.3. Risk of price fluctuations within the asset classes and the uncertainty of future economic and investment conditions dictate prudent diversification through investment in asset classes whose expected return correlations provide overall risk reduction for the Fund.

Section 7: Asset Allocation Guidelines

- 7.1. In view of the foregoing considerations, the allocation of assets between fixed income and equity securities shall be maintained within the following structure, exclusive of the occurrence of a strike or lockout:

Asset Class	Range	Neutral Allocation
Cash and equivalents	0%-20%	10%
Fixed income	40%-80%	60%
Common equities*	0%-50%	30%

** In times when significant withdrawals are anticipated, cash and equivalents may rise to 100%.*

- 7.2. Within each asset class, there will be a prudent level of diversification subject to the following limits, based on market value. Foreign content for equities and bonds will be capped at 40% of the total value of the portfolio.

- 7.3. Equities: In respect of the total content of the Fund:
- (a) Not more than 10% shall be invested in the common stock, preferred shares or equity issues of any one corporation.
 - (b) As regards total equity holdings:
 - (i) investments shall be diversified appropriately among industry groups with no industry representing more than 25% thereof in any case;
 - (ii) not more than 8% thereof shall be invested in small capitalization equities defined as having a total market capitalization less than \$200 million.

- 7.4. Fixed income (bonds): In respect of the total content of the Fund, the quality standards for bond investments shall be as follows:

Debt Rating	Maximum % of Total Portfolio
Lower than "A"	25%
"A" or higher	No limit

The above limits will be applied with some temporary latitude in the event of a down-rating of security.

- 7.5. Short Term Paper: Any short-term portion of the Fund (or of an equity or debt portfolio) shall be invested in readily liquidated securities with a term to maturity (or in the case of floating rate securities, to interest rate re-establishment) of not more than one year, or held in cash.
- 7.6. Investments may be made in the above asset classes directly, or holding units of pooled, segregated or mutual funds investing in one or more asset classes. Presidents' Council shall monitor, or cause to be monitored, the contents of the pooled fund portfolios for their degree of compliance with the foregoing expectations and may make or cause to be made such changes in their choice of pooled funds as are deemed appropriate to meet the objectives of this policy.

Section 8: Valuation of Investments

- 8.1. Investments in publicly traded securities shall be valued no less frequently than monthly at their market value.
- 8.2. Investments in pooled funds comprising publicly traded securities shall be valued according to the unit values published at least monthly by the pooled fund manager.
- 8.3. If a market valuation of the investment is not readily available, then a fair value shall be determined by the manager. For each such non-traded investment, an estimate of fair value shall be supplied to the Fund custodian not less frequently than quarterly. In all cases, the methodology should be consistently applied over time.

Section 9: Investment Manager / Advisor Structure

- 9.1. Competent external professional investment manager(s) or advisor(s) shall be appointed by Presidents' Council, when satisfied as to their suitability and competence to act as agents for the Fund. Presidents' Council shall also make any manager changes, from time to time, as are deemed to be in the best interests of the Fund and the membership. To be considered for appointment, an investment manager should have a suitable investment approach, demonstrated financial stability, low turnover of personnel, capacity to undertake the account, performance record of at least two years, and relevant experience and expertise.

- 9.2. All of the foregoing is subject to compliance at all times with investment restrictions required by law.
- 9.3. Presidents' Council shall satisfy themselves that appropriate policy regarding conflicts of interest exists and is followed by any Defence Fund manager appointed by Presidents' Council.

Section 10: Monitoring

- 10.1. Presidents' Council shall be prepared to meet at least semi-annually to:
- (a) review the assets and net cash flow of the Fund;
 - (b) review the current economic outlook and investment plans of the manager;
 - (c) review the current asset mix of the Fund, and subject to Section 14, take any action necessary to ensure compliance with this policy; and
 - (d) receive and consider statistics on the investment performance of the Fund.
- 10.2. Presidents' Council shall monitor the performance of each manager. Such monitoring shall include, but not be limited to, semi-annual meetings and ongoing evaluation of performance relative to standards appropriate to the manager's mandate.

Section 11: Loans and Borrowing

- 11.1. No part of the Fund shall be loaned to any person, partnership or association as stated in Section 10.3 except as may be deemed permissible by Presidents' Council as described in Section 5.
- 11.2. Neither Presidents' Council nor the manager may pledge, hypothecate, or otherwise encumber, in any way, the assets of the Fund, except to the extent that temporary overdrafts occur in the normal course of business.
- 11.3. Presidents' Council shall not borrow on behalf of the Fund except to a limited and temporary extent for the timely payment of Fund benefits or administrative costs.

Section 12: Voting Rights

- 12.1. The responsibility for exercising and directing voting rights acquired through Fund investments shall normally be delegated to the manager, who shall at all times act prudently and in the best interest of the Fund and its beneficiaries.
- 12.2. Presidents' Council reserves the right to direct, or override, the voting decision of the manager, if in its view such action is in the best interest of the Fund and its beneficiaries. If they intend to do so, they shall inform the manager in writing within a reasonable period of time.
- 12.3. It is recognized that the above constraints and policy on voting rights are not enforceable to the extent that the Fund is invested in pooled funds.

Section 14: Policy Review

- 13.1. This policy shall be reviewed by Presidents' Council at least annually, but otherwise whenever a major change is necessary. Such review may be caused by:
- (a) a significant depletion of the Fund through a work stoppage;

- (b) significant revisions to the expected long-term trade-off between risk and reward on key asset classes, normally dependent upon basic economic/political/social factors;
- (c) shortcomings of the policy that emerge in its practical application or substantive modifications that are recommended to Presidents' Council by the manager.

(2002, 2010 PC)

1.6. FEE-FOR-SERVICE ARRANGEMENTS

FPSE shall not undertake any fee-for-service arrangements with outside organizations which under ordinary circumstances would be eligible for membership in FPSE. *(1989)*

1.7. LABOUR DISPUTES: STRIKES, LOCKOUTS, WORK STOPPAGES

Whenever a member organization is involved in a dispute:

- (a) FPSE member organizations will ask their members to pass a resolution giving full and unconditional support for the member organization involved in the dispute and for the students denied access to post-secondary education by the dispute.
- (b) FPSE will give financial support under the terms of a central Defence Fund. *(See s. IV.3 Accessing FPSE Defence Fund)*
- (c) FPSE will notify boards of other BC post-secondary institutions that faculty in FPSE's member organizations will be instructed not to teach in any program that is transferred from an institution as a result of a protracted dispute.
- (d) FPSE will offer staff support to assist the member organization involved in the dispute. *(1985)*

1.7.1. SUPPORT STRATEGIES FOR MEMBER ORGANIZATIONS ON STRIKE

Public Statements of Support

A letter should be sent from each member organization to the institution board, Ministry of Advanced Education and the union, expressing support for the union in its attempts to attain a collective agreement. FPSE provincial office will inform each member organization of the need for such communications and will also send its own letter of support.

Liaison with Labour

FPSE provincial office should make contact at the provincial level with other labour organizations (including the BC Federation of Labour, Confederation of Canadian Unions, and the BC Teachers' Federation) in order to inform them of the dispute situation and to enlist their support if possible.

Financial Assistance

Member organizations should have access to financial support from FPSE in the case of a protracted dispute, subject to policies governing the Defence Fund.

Coordination Role

FPSE provincial office will serve a coordinating role with both the media and other unions (including our own members). FPSE will, however, provide on-site assistance where requested, subject to the availability of resources and personnel.

Legislative Lobby

In the event that such strikes/lockouts are likely to elicit government involvement, FPSE will lobby in order to ensure that the interests of our member organizations are considered. (1983)

1.8. LISTSERV POLICY

PURPOSE OF LISTSERVS

FPSE, through its various listservs (Presidents' Council and committees), facilitates discussion of topics of interest to its members and facilitates communication between members and FPSE officers and staff. Listserv participants share information about what is happening locally, provincially, nationally and internationally. Listserv participants also participate in developing strategies to deal with issues of concern.

LIST MANAGEMENT

Participation in these lists is open to members of FPSE as designated by locals and others appointed by the FPSE President and Executive. The lists are monitored but not moderated. Any messages inappropriate for general distribution should not be posted.

Participants should be aware that any messages posted or replies to messages posted automatically are distributed to all those on the list. Anyone wishing to communicate to individuals on the list is encouraged to send a private message.

Any discussion that takes place on the listservs should be of a professional nature. Messages are to be written in a way that maintains and demonstrates respect for others. Any participants who post material found to be defamatory or inappropriate will be warned of their inappropriate use of the lists and will be removed from the lists if the warning is not heeded.

SUBSCRIPTION

Subscription to the listservs is at no charge to the locals beyond local e-mail costs.

(2002)

1.9. ACCOMMODATION POLICY

Definitions:

Metro Vancouver Regional District – the area including: the villages of Anmore, Belcarra and Lions Bay, Bowen Island Municipality, The cities of Burnaby, Coquitlam, Delta, Langley, Maple Ridge, New Westminster, North Vancouver, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver and White Rock, Electoral District A, the District of West Vancouver, the Tsawwassen First Nation, and the Township of Langley.

Immediate Family – According to the BC Employment Standards Act, immediate family means:

1. the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee,
2. the child or parent of an employee's spouse, and
3. any person who lives with an employee as a member of the employee's family;

Broad and liberal interpretation, by the Director of Employment Standards, of the above include:

- common-law spouses, step-parents, and step-children, or same sex partners and their children.

- Any persons will be included as “immediate family” if they reside with the employee as a member of that employee’s family.
- An exchange student residing with the employee’s family would be considered “immediate family.”

Policy:

Upon election, if the President, and/or the Secretary-Treasurer do not reside in the Metro Vancouver Regional District (MVRD, defined immediately following), and must move closer to MVRD to perform their duties, arrangements will be made between them and the other members of the FPSE Executive, in consultation with the Executive Director, to ensure that they do not suffer financial loss or make a financial gain as a result of relocation with the following criteria:

- A. Accommodation provided to the President, and/or the Secretary-Treasurer during their term will be temporary in nature and, to qualify, they must maintain a separate primary residence outside of the MVRD.
- B. FPSE will find and secure appropriate rental accommodation for the President, and/or the Secretary-Treasurer, and immediate family. The President and/or the Secretary-Treasurer will provide their accommodation needs to the Executive Director’s office. A search will be arranged by the Executive Director’s office with a short-list of suitable options for viewing by the President, and/or the Secretary-Treasurer.
- C. In addition to providing temporary accommodation, the following associated costs will be borne by FPSE:
 - a. Relocation moving expenses to/from the primary residence.
 - b. Furniture and furnishings at the temporary accommodation, which will remain the property of FPSE.
 - c. Travel costs to/from their primary residence, up to three round trips per month.

(2022)

1.10. OPERATING RESERVE INVESTMENT POLICY

Purpose

- 1.10.1. This policy applies to the assets held in the Operating Reserve for the Federation of Post-Secondary Educators.
- 1.10.2. This policy establishes investment principles and guidelines, giving particular consideration to the nature and purpose of the Operating Reserve, its characteristics and its financial obligations, and defining the management structure and monitoring procedures adopted for the ongoing operation of the fund.
- 1.10.3. This policy may be changed or modified at any time by FPSE’s Presidents’ Council, with such changes to be presented to the next Annual General Meeting for disposition. Any investment manager (the “manager” or “Operating Reserve manager”) or other agent or advisor providing services in connection with the investment of the Operating Reserve shall accept and adhere to this policy.
- 1.10.4. Investment reports shall include a detailed schedule of investments, as well as the portfolio value and performance information. The audited financial statements shall include a summary of year-to-year changes, investment income and contributions, and deductions (if any).

Executive Responsibilities

- 1.10.5. Presidents' Council is responsible for all aspects of the Operating Reserve, including developing an investment policy, establishing and maintaining an investment manager structure, and monitoring investment results.
- 1.10.6. Presidents' Council may delegate their responsibilities under this policy as they deem appropriate.
- 1.10.7. Presidents' Council may adopt regulations which establish the delegated responsibilities and powers and the corresponding delegate (e.g., investment manager or investment committee). In the case of delegation regarding any aspect of this policy, the reference to Presidents' Council herein shall be interpreted as a reference to the appropriate delegate.

Nature of the Fund

- 1.10.8. FPSE shall establish and maintain an Operating Reserve to support its day-to-day operations.
- 1.10.9. The investment objectives for the fund recognize the ongoing need for disbursement and liquidity.

Fund Objectives

- 1.10.10. The objective of the Operating Reserve is to preserve FPSE's accumulated surpluses that have not been transferred to the Defence Fund, to provide cash if needed, and to pay for wind-up costs should the organization end.

Permitted Categories of Investment

- 1.10.11. The Operating Reserve will use the same investment guidelines and exclusionary screens as the Investment Policy for the Defence Fund (Internal Policy 1.6 s. 5).

Degree of Risk and Diversification

- 1.10.12. The investment objectives for the fund have been reviewed with regard to the risk tolerance of Presidents' Council and characteristics of the Fund. As the goals of the Operating Reserve differ from those of the Defence Fund, the degree of risk and diversification may well differ from that of the Defence Fund.
- 1.10.13. Asset Allocation:

Asset Class	Range	Neutral Allocation
Cash and equivalents	5-30%*	10%
Fixed income	40-95%	65%
Common equities*	0%-30%	25%

**In times where significant withdrawals are anticipated, cash and equivalents may rise to 100%.*

Valuation of Investments

- 1.10.14. Investments in publicly traded securities shall be valued no less frequently than quarterly at their market value.

Investment Manager/Advisor Structure

- 1.10.15. Competent external professional investment manager(s) or advisor(s) shall be appointed by Presidents' Council, when satisfied as to their suitability and competence to act as agents for the Operating Reserve. Presidents' Council shall also make any manager changes, from time to time, as are deemed to be in the best interests of the fund and the membership. To be considered for appointment, an investment manager should have a suitable investment approach, demonstrated financial stability, low turnover of personnel, capacity to undertake the account, performance record of at least two years, and relevant experience and expertise.
- 1.10.16. All of the foregoing is subject to compliance at all times with investment restrictions required by law.
- 1.10.17. Presidents' Council shall satisfy themselves that appropriate policy regarding conflicts of interest exists and is followed by any Operating Reserve manager appointed by Presidents' Council.

Monitoring

- 1.10.18. At every Presidents' Council meeting, the following shall occur:
- (a) review of the assets and net cash flow of the fund;
 - (b) review of the current economic outlook and investment plans of the manager;
 - (c) review of the current asset mix of the fund; and
 - (d) receipt and consideration of statistics on the investment performance of the fund.

Loans and Borrowing

- 1.10.19. No part of the Operating Reserve shall be loaned to any person, partnership or association as stated in Section 10.3 of the Investment Policy (Internal Policy 1.6), except as may be deemed permissible by Presidents' Council.
- 1.10.20. Neither Presidents' Council nor the manager may pledge, hypothecate, or otherwise encumber, in any way, the assets of the Operating Reserve, except to the extent that temporary overdrafts occur in the normal course of business.
- 1.10.21. Presidents' Council shall not borrow on behalf of the Operating Reserve except to a limited and temporary extent for the timely payment of benefits or administrative costs.

Voting Rights

- 1.10.22. The responsibility for exercising and directing voting rights acquired through Operating Reserve investments shall normally be delegated to the manager, who shall at all times act prudently and in the best interest of the Operating Reserve and its beneficiaries.
- 1.10.23. Presidents' Council reserves the right to direct, or override, the voting decision of the manager, if in its view such action is in the best interest of the Operating Reserve and its beneficiaries. If they intend to do so, they shall inform the manager in writing within a reasonable period of time.

- 1.10.24. It is recognized that the above constraints and policy on voting rights are not enforceable to the extent that the Operating Reserve is invested in pooled funds.

Policy Review

- 1.10.25. This policy shall be reviewed by Presidents' Council periodically, and otherwise whenever a major change is necessary. Such review may be caused by:
- (a) a significant depletion of the Operating Reserve;
 - (b) significant revisions to the expected long-term trade-off between risk and reward on key asset classes, normally dependent upon basic economic, political and/or social factors;
 - (c) shortcomings of the policy that emerge in its practical application or substantive modifications that are recommended to Presidents' Council by the manager.

(2011)

1.11. ORGANIZING

1.11.1. Organizing Principles: Private Sector

- 1.11.1.1. FPSE supports organizing private post-secondary educators in BC at private colleges, training institutes and other similar institutions.

- 1.11.1.2. FPSE supports the organizing of private post-secondary educators in BC through the ETEA. However, the FPSE is open to bringing other BC private post-secondary education unions into FPSE under circumstances it considers appropriate.

(2017)

- 1.11.1.3. Local 21

The Education and Training Employees' Association ("ETEA") shall be Local 21 of the FPSE. The purpose of the ETEA being included as a member local of the FPSE is to support unionization at private colleges, training institutes and other similar institutions.

The ETEA shall be treated as any other Local of the FPSE with respect to all matters, including but not limited to, the ETEA's representation, participation and membership in the FPSE.

Any ambiguity which may arise from the application or interpretation of the FPSE Constitution that is in whole or in part attributable to the uniqueness of the ETEA shall be decided by the Presidents' Council.

(1992, 1996, 2017)

1.11.2. Organizing Principles: Public Sector

- 1.11.2.1. FPSE supports organizing public post-secondary educators in BC that are not represented by existing FPSE locals.

(2017)

- 1.11.2.2. FPSE supports the organizing of public post-secondary educators in BC through existing FPSE locals. However, the FPSE is open to bringing other unions representing public post-secondary educators in BC into FPSE.

(2002, 2017)

- 1.11.2.3. FPSE shall make it a priority to organize the contract training arms of public post-secondary institutions, including but not limited to continuing education departments of public post-secondary institutions. (1998, 2017)

1.12. POLICY DEVELOPMENT

1.12.1. Criteria for Updating or Archiving Policy

CRITERIA FOR ARCHIVING POLICY

A policy should be archived if:

- it describes a one-time, finite action that has been completed;
- it describes an action dealing with a defunct organization;
- it directs FPSE to lobby for something that has been achieved or that is so dated as to be rendered moot;
- it describes an action that FPSE no longer undertakes;
- it describes an action or policy that has been subsumed by another broader policy;
- it describes a time-limited action that has been completed.

CRITERIA FOR UPDATING POLICY

A policy should be updated if:

- it describes a concept or principle that should be replaced with a more current term;
- it contains sound principles that should be revised in light of recent legislated or government policy-driven changes;
- something FPSE has done requires a change.

CRITERIA FOR MAINTAINING POLICY

A policy should be maintained if:

- it reflects principles that, while accomplished or achieved, provide an understanding of why things are done in a certain way;
- it continues to inform FPSE's activities;
- it reflects a sound principle, even if legislation has changed

(2002, 2009 PC)

- 1.12.2. The word "staff" in addition to "faculty" will be used in FPSE policy, and FPSE makes this recommendation to locals where appropriate in contract language.

(1994)

1.13. PRIVACY

1.13.1. FPSE Privacy Policy

COMMITMENT

The *Personal Information Protection Act* regulates the manner in which FPSE collects, uses, retains, secures and discloses personal information. FPSE recognizes the importance of privacy and the sensitivity of personal information received in the course of activities. The organization is committed to protecting the confidentiality of members' personal information and to inform members about procedures regarding the collection, use and disclosure of personal information provided to FPSE. For the purposes of this policy, members mean individual members of local associations or unions who are members of the Federation through membership in their local associations or unions.

PERSONAL INFORMATION

“Personal information” means any information about an identifiable individual and includes:

- home address and telephone number;
- age, marital status, sexual orientation, race, ethnic origin, religion;
- medical information;
- income;
- education; and
- employment information.

Personal information does not include “contact information”, that is, the name, job title, business address, business telephone number, business email or business fax number of an individual.

FPSE COLLECTION OF PERSONAL INFORMATION

The mandate of FPSE involves:

- communicating with and determining the needs of our members;
- providing services and information to our members; and
- managing the business of the Federation.

In order to fulfill its mandate and objectives, the Federation may collect information that is relevant to the representation of our members’ professional and employment interests. This information may, of necessity, include personal information about members and other individuals.

For example, FPSE may collect personal information about members who participate on committees, request contract administration services, register for conferences and conventions, or subscribe to FPSE publications, or to conduct research and surveys.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

FPSE will only collect, use and disclose personal information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of fulfilling the mandate and objectives of the Federation.

Wherever possible, FPSE will collect personal information directly from the person to whom the information pertains. Sometimes it may be necessary to collect personal information from other sources, such as your local association or your employer.

If personal information is provided to an organization that performs services on FPSE’s behalf, that organization will be required to use such information solely for the purposes of providing services to FPSE or the individual(s) concerned, and to have adequate safeguards for the protection of personal information.

FPSE will not sell personal information to any organization.

CONSENT

Unless the purpose is obvious or consent is not required, before or at the time of collection, members will be informed of the intended purposes for the use or disclosure of personal information and will obtain consent. In most cases FPSE will obtain a member’s express consent but in some cases that may be implied through the member’s conduct.

Members may withdraw their consent to the collection, use, or disclosure of personal information, but withdrawing consent may limit FPSE's ability to represent members' interests.

ACCURACY, SECURITY AND RETENTION OF PERSONAL INFORMATION

FPSE will make reasonable efforts to ensure that any personal information that is collected, used or disclosed is accurate and complete.

FPSE recognizes its obligations to protect the personal information in its custody and has implemented procedures to safeguard personal information against unauthorized access, use, or disclosure.

FPSE will keep personal information only as long as it is required. When personal information is no longer required, it will be destroyed in a secure manner.

FPSE WEBSITE

Members do not have to provide personal information to visit FPSE's website. If members browse through the website, read pages or download information, the following information is automatically collected and stored:

- (a) the IP address of the computer from which the site is accessed;
- (b) the date and time of the visit; and
- (c) the pages visited.

This information is used for statistical purposes to help make the site more useful to visitors. This information does not identify individuals and is not correlated with any personal information.

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If personal information is provided through an e-mail message or form, the information will be retained only as long as needed to respond to questions or to fulfill the purpose of the communication.

The FPSE website contains links to other sites, which are not governed by this policy.

(2006)

CONTACTING THE FPSE PRIVACY OFFICER

Requests for access to, or correction of, personal information should be made in writing and addressed to the FPSE Privacy Officer. Any questions, concerns or complaints about this policy should also be directed to the Privacy Officer.

1.13.2. Privacy for the Use of FPSE Arbitration Awards for Educational Purposes

Arbitration awards involving member associations of FPSE may be used at FPSE-sponsored meetings, workshops or conferences for educational purposes. Notwithstanding that these awards are publicly available under the Labour Relations Code, FPSE commits itself to protecting the privacy of individual members of the association who are named in the award. To ensure anonymity FPSE shall delete the names of the individuals and any other identifying information, such as the name of their department, prior to circulating copies of the award at the meeting, workshop or conference. Every attempt will be made to contact individuals named prior to the use of the award.

This policy does not apply to the use of FPSE awards by its labour relations representatives as authorities in arbitration proceedings.

(2006)

1.14. REPRESENTATION FOR DISABILITY/WORKERS' COMPENSATION APPEALS

1.14.1. Where a member's claim for Long Term Disability is denied by the LTD carrier, the member's local may request FPSE assistance for the member's appeal. The decision of whether to provide assistance will be made by the Review of Grievance and Arbitration Committee, using the same criteria as is used by ROGA in deciding whether to provide FPSE assistance to a local involved in a grievance or arbitration.

(2000)

1.14.2. FPSE shall pay for pre-authorized medico/legal opinions or other necessary medical reports for the preparation of Workers' Compensation Board appeals, and all such appeals shall include a claim for recovery of such fees.

(1997)

1.15. STAFFING

The FPSE Executive shall follow FPSE equity policy in its hiring of staff. (See Policy 7.10-7.12)

(1991)

1.16. STANDING COMMITTEES

1.16.1. In those years when FPSE is actively involved in bargaining, the Joint Committees' Spring Conference shall be cancelled but with the Standing Committees continuing to meet concurrently, which would facilitate the joint activities of two or more committees if so desired.

(2005)

1.16.2. If quorum is not ensured two weeks prior to a Standing Committee meeting, the meeting will then be cancelled.

(2000)

1.16.3. As much as possible, Non-Regular Faculty Committee representatives and non-regular liaisons shall be non-regular faculty.

(2000)

1.16.4. By the end of each September, those Standing Committees that do not have 50% of locals represented will be stood down.

(2000)

1.16.5. The Chair of the Contract Administration Review Committee shall be a member of the Review of Grievance and Arbitration Committee.

(1995)

2. EDUCATION, LABOUR AND COMMUNITY ORGANIZATIONS

2.1. LIAISING WITH OTHER UNIONS

In appointing representatives to external labour committees, first consideration will be given to appropriate FPSE Executive Committee members, then to Presidents' Council, then to the appropriate Standing Committees and/or nominees from locals; on occasion, FPSE may need to appoint staff as part of their duties at FPSE.

(2008)

2.2. BC TEACHERS' FEDERATION – BCTF

As two autonomous and independent organizations working together to further common goals, it is agreed that the BCTF and FPSE will:

- (a) maintain close liaison in monitoring education developments affecting both organizations;
- (b) share information on issues of concern to either organization;
- (c) consult one another in developing policies on matters which directly affect the members of the other organization;
- (d) foster coordination and cooperation between educators in matters relating to the transition between secondary and post-secondary education;
- (e) foster cooperation between organizations in professional development activities; and
- (f) share expertise and provide mutual assistance as appropriate in the area of economic and professional welfare.

(1983)

2.3. CANADIAN CENTRE FOR POLICY ALTERNATIVES – CCPA

FPSE supports the Canadian Centre for Policy Alternatives in creating Alternative Federal Budgets.

(1997)

2.4. CANADIAN FEDERATION OF STUDENTS – CFS

FPSE will cooperate with the Canadian Federation of Students (CFS) and other appropriate organizations to address access and affordability in post-secondary education and urges each local to designate a contact person to work with the local's student association on relevant campaigns.

(1988, 2014)

2.5. CONFEDERATION OF UNIVERSITY FACULTY ASSOCIATIONS OF BC – CUFA/BC

FPSE shall have an observer at CUFA/BC meetings and shall reciprocate by inviting CUFA/BC to send an observer to FPSE's Presidents' Council meetings.

(1994)

2.6. SOCIETY OF VOCATIONAL INSTRUCTORS

FPSE will explore and implement means of involving the Society of Vocational Instructors, and other organizations representing the professional interests of vocational instructors in the post-secondary system, in efforts to defend the quality of vocational education in BC.

(1991)

3. BARGAINING GOALS

3.1. NO CONCESSIONS

- 3.1.1. FPSE reaffirms its policy of not making contractual concessions. (2003)
- 3.1.2. FPSE recommends that locals make no contractual concessions in response to post-secondary under-funding. (1991)

3.2. YOKED PROVISIONS

- 3.1.3. FPSE reconfirms the no-yoking policy. (2003)
- 3.1.4. No local of FPSE shall undertake to negotiate provisions into their collective agreement which are yoked to the outcomes of settlements from other FPSE locals without express agreement and recommendation from the Presidents' Council. (1988)

3.3. BARGAINING COORDINATION

- 3.1.5. FPSE adopts a policy of opposition to non-negotiable financial incentives which are tied to pre-determined negotiations deadlines. (2007)
- 3.1.6. Eliminating those secondary salary scales that discriminate unfairly against FPSE members doing faculty work shall be a bargaining priority. (2007, 2010)
- 3.1.7. FPSE supports a provincial bargaining model which ensures that local issues are addressed at the provincial table. (2000)
- 3.1.8. The removal of any caps and bars that limit equal progress for members doing faculty work shall be a bargaining priority. (1997, 2010 PC)

3.4. PROVINCIAL STANDARDS AND EQUITY

FPSE commits itself to emphasizing bargaining and political lobbying and action that would help achieve equitable salaries, benefits, and working conditions for instructors at the same institutions.

3.5. NON-REGULAR FACULTY

3.5.1. Regularization of the Person

FPSE encourages the locals to adopt as a bargaining priority the regularization of the person and equity for non-regular faculty. (1995)

3.5.2. Representation

- 3.5.2.1. A representative of the FPSE Non-Regular Faculty Committee shall be invited to be an observer on provincial bargaining committees. (1999)
- 3.5.2.2. FPSE locals shall extend their bargaining unit certification to include "non-regular" employees (part-time of limited or unlimited term, and full-time of

limited term), and FPSE locals shall negotiate contract provisions for “non-regular” employees in their bargaining units as soon as possible. (1988)

3.5.3. Rights and Benefits

3.5.3.1. FPSE will continue its commitment to the improvement of the rights and benefits of all faculty, especially for those other than full-time or regularized, with a goal of achieving equity, fairness, and respect for all. (2001)

3.5.3.2. FPSE affirms its commitment to achieve, through bargaining or whatever other means necessary, equity in salaries, benefits, job security, and working conditions between regular and non-regular faculty and further endorses the principles of:

- (a) internal posting and hiring for all positions prior to consideration of any external applicants, and
- (b) protection for non-regular faculty who apply for positions in regard to hiring qualifications by supporting the principle that employees who are non-regular and apply for the same or similar positions, who have received satisfactory evaluations, or in the absence of evaluation procedures have been found to be satisfactory, shall be deemed to be qualified for the position.

(1993, 1992)

3.6. PART-TIME POSITIONS

FPSE accepts in principle that faculty and staff have the right to select and be hired in protected, permanent, proportional appointments, e.g., job sharing or pro-rated positions, as part of expanding job choices and affirmative action. Proportional appointments should carry full entitlement to increment progression, seniority accrual and pension coverage.

FPSE recommends to the locals to adopt proportional appointments in principle and as a bargaining objective. (1990)

3.7. POLICIES AND PRINCIPLES FOR BARGAINING IN BC'S UNIVERSITIES

3.7.1. Bargaining Principles for the University Workplace

As the establishment of university status has created pressures to change collective agreement provisions in ways that could reduce the homogeneity of members and therefore could weaken the community of interest amongst members, FPSE affirms that:

1. Collective bargaining provides an essential platform from which post-secondary educators have achieved significant improvements. The terms and conditions of work in our institutions, in turn, ensure that BC maintains high quality learning opportunities for post-secondary students.
2. University-related FPSE bargaining policies are based on a collectivist, egalitarian, and equitable university workplace model as opposed to a competitive, stratified model of employment.
3. Existing bargaining policy goals, labour relations principles and policies found in the FPSE Policy Manual continue to apply to those locals with bargaining certifications at institutions that have been granted university status.

3.7.2. Bargaining Policies for the University Workplace

Based on FPSE bargaining principles for the university workplace, this set of bargaining policy goals informs and guides bargaining in a university context:

1. **ACADEMIC FREEDOM:** Academic provisions are broadly defined and available to all faculty commencing upon first employment.
2. **EQUITY:** Collective bargaining upholds the equal rights of all faculty and establishes measures that maintain structures of equitable compensation and treatment
3. **PROTECTION OF EXISTING FACULTY:** New collective agreement provisions do not result in the diminution of existing rights, benefits or protections of faculty members.
4. **PENSIONS:** Local collective agreements support the continued participation of all faculty in the College Pension Plan.
5. **FACULTY:** Faculty are defined in Collective Agreements as Counselors, Librarians and all those who teach, evaluate students, develop curriculum, pursue scholarship or service activities, or are involved in academic or educational administration; such as Chair, Coordinator, Department Head or similar position.
6. **GOVERNANCE:** Collective agreement provisions provide that all faculty have access to all aspects of institutional governance: the right to represent and to be represented. Additionally, Collective Agreements have primacy over Senate, Board or administrative policies or dictates.
7. **COMPENSATION:** Collective Agreements maintain a single salary scale. This single scale, with as few steps as possible, allows all faculty to access all steps. As well, Collective Agreements ensure a single process of placement and progression on the scale and do not incorporate provisions for individual bonuses or merit pay provisions.
8. **RANK:** Collective Agreement compensation-related rights and benefits maintain a single category for all faculty. Any provision for varying job title is not connected to different pay rates.
9. **WORKLOAD:** Collective Agreement provisions ensure that all faculty are subject to faculty-controlled procedures for determining the allocation of work such as scholarly activity/research, teaching, and/or service. All components of the chosen workload are fully pro-rata for all faculty in all their professional roles. Collective Agreements limit overtime and provide specific caps on workload. In addition, all faculty have equitable access to whatever research monies or curriculum development monies are available.

10. JOB SECURITY:

(a) Temporary/Non-Regular/Sessional/Term Contract and Conversion

Collective Agreements provide that temporary/non-regular/sessional/term contract employment is limited to a maximum of equivalents of two years of half-time work. Summative evaluation is subject to fair, transparent procedures, and subject to collective agreement processes and grievance provisions. Evaluations are conducted primarily by faculty members.

Given the absence of a negative summative evaluation, collective agreement provisions provide the seniority right of first refusal to available work during probationary periods. This is followed by automatic conversion of the person to a regular status of employment with requisite protection from layoff.

(b) Regular/Continuing/Non-Probationary

Collective Agreements provide that this status either follows a successful completion of a posting/application process or a conversion process. Without cause, the process does not entail further summative review or evaluation. It provides continual seniority right of first refusal to available work up to full-time.

This status also provides full access to all provisions of the collective agreement. These provisions include full rights to layoff protection including seniority protection, notice, transfer, severance and recall.

(c) Tenure

Collective Agreements that provide tenure and tenure-related provisions adopt them as inclusive concepts that conform to the following:

Tenure is:

- available to all faculty and faculty union members for all professional roles;
- available in a pro-rata fashion to all according to their time status (percentage of FTE workload);
- independent of compensation provisions;
- assigned through a peer-selection process;
- assigned to an individual and stays with the person, not the position.

(d) Institutional Priorities

To include financial exigency and redundancy provisions that ensure that resources of an institution be focused on provision of educational services.

11. **BARGAINING COORDINATION:** FPSE continues to establish informal and formal coordination of bargaining across locals involved in university bargaining. That coordination includes the provision of research and labour relations expertise designed to strengthen existing Collective Agreements and improve bargaining outcomes for those locals.

(2010)

3.8. BENEFITS

Each local faculty association shall negotiate for each union member of the Disability Management & Rehabilitation Committee:

- employer-paid release time to attend and prepare for meetings; and

- annual employer-paid education relevant to Disability Management and Rehabilitation. (2003)

3.9. PROFESSIONAL DEVELOPMENT AND VACATION

- 3.9.1. Non-regular faculty should have access to professional and scholarly development funds on at least a pro-rated basis across all institutions, and this should be a bargaining priority. (2011)
- 3.9.2. Locals shall seek forty-four (44) days development time with a minimum of twenty-two (22) days for professional development time. (1994)
- 3.9.3. Locals shall seek forty-four (44) days annual vacation for all faculty. (1994)

3.10. WORKLOAD

3.10.1. No Overloads

FPSE supports the principle that no faculty member should be offered more than a full-time faculty workload as defined in the relevant local agreement. (2004)

3.10.1.1. Where local agreements have provisions for workload averaging that entail temporary overloads, those provisions shall ensure that the averaging period is completed within two years and results in an overall workload of full-time or less. (2004)

3.10.1.2. No workload averaged assignment and no emergency overload assignment shall take place if there is a qualified, under-employed member available to do the work. (2004)

3.10.1.3. When qualified, under-employed members are not available to take on additional assignments, new hiring takes place prior to any overload assignment. (2004)

3.10.2. Workload Equity

3.10.2.1. FPSE shall advocate for workloads that permit faculty to engage in scholarly activity. (2007)

3.10.2.2. FPSE advocates workload equity among career/technical, vocational and academic programs. (1993)

3.10.3. Weekend Classes

The introduction of weekend classes is a condition of faculty employment and ought to be implemented only through contractual negotiation between an institution and its faculty union. (1989)

3.10.4. Workload and Unsupported Students

When there are large numbers of international and other students in classes without adequate support, FPSE recommends that locals make this a bargaining issue. (2018)

4. LABOUR RELATIONS

4.1. PICKET POLICY

- 4.1.1. FPSE adopts the policy statement on picketing of the BC Federation of Labour:

BC FEDERATION OF LABOUR POLICY STATEMENT ON PICKETING

The labour movement in British Columbia has succeeded in developing among trade unionists respect for picket lines to an extent which is unsurpassed on the North American continent. This has enabled workers in BC to win extremely difficult disputes of the kind which are often lost in other areas.

The success of this picket line policy is the result of determination and principle on the part of union members combined with the policy of coordination through the BC Federation of Labour.

There is a danger of individual unions taking for granted the respect for picket lines which has been developed in BC and failing to follow properly the policy of coordination and consultation through the Federation when establishing picket lines. There have been an increasing number of cases where unions have commenced picketing without proper consultation and coordination.

Such abuses of the picket line policy can seriously jeopardize the respect for picket lines which has been developed and can provide an excuse for governments to restrict further picketing rights. Because it is essential to maintain the sanctity of picket lines and because it is essential to obtain the widest possible legal provisions for picketing, the BC Federation of Labour, by Convention decision, adopts the following picket line policy:

- (a) Any affiliated local union proposing to establish picket lines which may affect members of other affiliated unions must give to the BC Federation of Labour '72 hours' notice (excluding weekends) to enable the Federation to call a meeting of Federation Officers and representatives of all affiliated unions likely to be affected by the proposed picket lines. The only exceptions shall be:
 - (i) in emergency situations such as sudden action by an employer against a group of workers;
 - (ii) where a general program of action, such as rotating strikes, has been agreed to by the Federation and the affiliates affected; and
 - (iii) where picketing affects only the striking union or only other unions with a special working relationship, such as building trade unions or construction or waterfront unions.

Where planned picketing is expected to affect multiple work locations or a significant number of other employers, unions should attempt to provide more than 72 hours' notice. This will provide better opportunity for consultation and notice to affected unions and their members.

- (b) The union proposing to establish picket lines should provide the Federation with a list of other unions and employers who will be affected by picketing. The Federation will review the list of employers to determine if other unions that have not been identified should be involved in the picketing coordination process.

- (c) At the coordinating meeting, the Federation and the affiliates involved shall agree on those picketing proposals which will serve the interests of the workers directly involved and of the trade union movement.
- (d) No affiliated union shall picket in a manner other than that agreed upon under the above section. No affiliate shall violate such a picket line.
- (e) Appropriate sanctions shall be applied to affiliates violating this policy including any of the following:
 - (i) declaration that a picket line is contrary to Federation policy and subject to removal;
 - (ii) withdrawal of Federation support from an affiliate violating the picket policy;
 - (iii) suspension or expulsion of the affiliate responsible; and
 - (iv) such other sanctions as may be deemed appropriate.
- (f) The appropriate sanctions shall be determined by the Executive Council, with the right to appeal to the next Federation Convention.
- (g) Any non-affiliate seeking recognition for its picket lines must follow this procedure.
- (h) This policy shall be distributed to all organizations holding certifications in the province of British Columbia. (1991, 2001)

4.1.2. For the purposes of providing member organizations with mutual assistance in dealing with disputes, FPSE adopts the following policy with respect to disputes:

- (a) FPSE member organizations should adopt a policy on picket lines and a hot declaration policy.
- (b) FPSE member organizations should negotiate picket line clauses which allow union members to honour third party picket lines without disciplinary action, regardless of whether the pickets fall under federal or provincial jurisdiction. A picket line should be deemed 'legal' unless it has been ruled illegal by due process. The following is an example of an appropriate clause:

Employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a strike as defined in the *Labour Relations Code* of British Columbia or in the *Canada Labour Code*. A picket line shall be presumed to be a legal one unless it is determined to be illegal by a court or by the British Columbia Labour Relations Board.

- (c) FPSE member organizations should negotiate "Hot" declaration clauses which will allow union members to honour "Hot" declarations without disciplinary penalty or loss of pay. The following is an example of such a clause:

The Employer shall not enroll any student who, in the Union's opinion, appears at _____ as a result of a strike or lockout at another BC educational institution, nor shall post-secondary institution facilities be used to present courses originating as a result of such strike or lockout if such courses were conducted at the institution in dispute immediately before the work interruption. There shall be no penalty for an Employee who refuses to teach such students or courses.

- (d) FPSE member organizations should honor picket lines and “Hot” declarations of other FPSE member organizations. (1983)

4.2. EMPLOYMENT STANDARDS

FPSE shall oppose any legislation that allows employers and employees to opt out of the minimum requirements of the *Employment Standards Act* as written prior to March 2002. (2002)

5. PENSIONS

5.1. OVERVIEW OF PENSION PARTNER AND TRUSTEE ROLES AND OBLIGATIONS

FPSE leadership in the role of partner and FPSE-appointed trustees has a responsibility to plan members and to FPSE to ensure that the pension promise is kept. This principle has primacy over all others.

The pension promise is that set of financial features of the plan designed to enable pension recipients to live with dignity and security; they are embodied in the Rules of the College Pension Plan.

5.1.1. Definition of FPSE as a College Pension Plan Partner

The FPSE partner is for operational and representative purposes the FPSE President. The President is the Chief Executive Officer of the Federation as mandated and authorized by the Constitution of the Federation, which also set out that the President is responsible to the Presidents' Council and to the Annual General Meeting.

With the approval of Presidents' Council, the President may appoint individuals to assist in representative functions or to act as the President's delegate.

5.1.2. Responsibilities of FPSE as a Partner

- 5.1.2.1. To make or rescind three trustee appointments.
- 5.1.2.2. Jointly with BCGEU to make or rescind one trustee appointment of a person who is retired from service and receiving a pension under the plan.
- 5.1.2.3. To nominate jointly with BCGEU a trustee as a director of the BC Pension Corporation.
- 5.1.2.4. Jointly with all other partners to direct the Board of Trustees to amend the pension plan rules subject to legislated conditions.
- 5.1.2.5. To develop policy and procedures for the appointment, evaluation and removal of trustees.
- 5.1.2.6. To work to enable the plan to keep the pension promise.

5.1.3. Fundamental Principles

- 5.1.3.1. As a partner, FPSE is accountable to its membership and must function within the policies and priorities developed by the membership.
- 5.1.3.2. Pensions operate on a long-term horizon; consequently, decisions regarding the pension plan should be driven by that horizon rather than immediate or short-term considerations, including political and financial aspects.
- 5.1.3.3. Trustees are obligated to act in the best financial interests of members.
- 5.1.3.4. Trust law requires trustees to act in a prudent, diligent, and fair-handed way.

5.1.4. Operating Principles

- 5.1.4.1. Shared Decision-Making
Joint trusteeship is a commitment to shared decision-making by employee and employer plan partners.

5.1.4.2. Integrity

Governance policies of the Pension Plan as well as partner and trustee decision-making and actions are carried out in an open, principled, consistent, coordinated, transparent and accountable manner to partners, trustees and members.

5.1.4.3. Communication

- (a) Members should have information on their pension entitlements as well as more general information on the plan. FPSE-appointed trustees will promote awareness of the Pension Plan and its value to members and other beneficiaries.
- (b) FPSE as a partner and FPSE-appointed trustees maintain open, timely and accessible communications with each other and with members of the pension plan at all times and especially when changes to the plan are under consideration.
- (c) FPSE-appointed trustees shall advocate for:
 - the Pension Board to maintain the availability of high quality, free and frequent pension-related workshops for members throughout the province;
 - information being supplied by trustees to plan members to be, as much as possible, individually oriented and available at any time;
 - the use of clear and concise, accurate and timely, and consistent and proactive communications.

5.1.4.4. Sustainability

Partners and trustees work to keep the pension promise for existing and future members. (2022)

5.1.4.5. Guidance

- (a) FPSE has an obligation to ensure the relevant policies of the Federation are being fulfilled.
- (b) Within requirements of fiduciary duty, FPSE-appointed trustees are expected to advance the goals of the Federation.
- (c) FPSE has oversight of its partner representatives and its trustees; FPSE has a responsibility to remove trustees or representatives who fail to perform their duties.

5.1.4.6. Engagement

Partners and trustees must have exposure to varying points of view, stay current on pension related issues, maintain contact with internal and external stakeholders, and generally be engaged with the pension community to improve the quality and function of our pension plan.

5.1.4.7. Building Capacity

- (a) Partners and trustees will work to ensure that each is knowledgeable about current and emerging pension plan issues.
- (b) FPSE is responsible for ensuring that partner representatives, appointed trustees, and trustee designates receive the training necessary in pension plan governance to carry out the policies of the Federation and their fiduciary responsibilities.
- (c) FPSE-appointed trustees will advocate for regular trustee training, directed and funded by the Board.
- (d) Orientation of new Presidents' Council members must include receiving an overview of FPSE's role as a partner and relevant FPSE policy.

5.1.4.8. Economic Security

The financial aspects of the pension plan are important for both active members and recipients.

- (a) The pension benefit is an important benefit for attracting and retaining employees.
- (b) A pension received should maintain its real purchasing power during retirement.
- (c) Comprehensive post-retirement group benefits should be provided at an affordable cost for retirees.

5.1.4.9. Service to Members

FPSE-appointed trustees shall advocate for:

- (a) standards of service to members to be established and regularly reviewed by the Board;
- (b) an open and accessible appeals process to be made available to members.

5.1.5. Goals

FPSE should continue to maintain and work for:

- (a) the continuation of a jointly-trusted defined benefit pension plan;
- (b) full inflation protection of pension benefits;
- (c) retiree access to fully-funded health benefit plans;
- (d) a strong, healthy, sustainable pension plan that reflects member interests;
- (e) protection from detrimental legislative and regulatory changes;
- (f) seeking legislative and regulatory changes that will have a positive effect on the plan;
- (g) ensuring that legislative and regulatory changes are made to the greatest extent possible by mutual consent of the plan partners;
- (h) additional employer contributions, not matched by employees, for universally available non-registered benefits;
- (i) bringing in a framework to allow partial retirement with corresponding access to partial retirement benefits;
- (j) improving the accrual rate to a maximum rate allowable under the law.

(2011, 2012, 2013)

5.2. PENSION PLAN HEALTH BENEFITS

5.2.1. FPSE supports a principle that, where it is reasonable and plausible to do so, attempts be made to shield existing retirees from changes to non-pension benefits. *(2003)*

5.2.2. When considering future improvements in the College Pension Plan, a balance should be sought between the interests of active members and those of retired members. *(2001, 2009)*

5.3. ACCRUAL RATE FOR PENSION PLANS

Pension Plan Partners shall make improving the accrual rate, along with enhancing inflation protection, a priority. *(2012)*

5.4. PENSION GOVERNANCE

FPSE-appointed trustees will advocate for and support governance policies and procedures that are considered best practices and which are regularly reviewed. (2013)

5.5. FPSE TRUSTEE APPOINTMENT PROCESS

5.5.1. Appointment Process for FPSE Members Serving as Plan Trustees

5.5.1.1. Nominations

- (a) Whenever possible incumbent plan trustees who are FPSE members shall indicate at the beginning of the second year of their term whether they intend to stand for a subsequent term.
- (b) The Pension Advisory Committee (PAC) will canvass for nominations so that it can make a recommendation on trustee nominations to Presidents' Council (PC). FPSE will send out a nomination information package to Locals including roles and responsibilities of trustees, deadlines and process for nomination and selection of trustee candidates.
- (c) PAC's recommendation will be conveyed to PC in a timely manner and in order for PC to be able to deal with it prior to the AGM in the year previous to the term commencement year.
- (d) Nominees do not have to be or have been PAC members. PAC may choose to make more than one recommendation or choose not to make any recommendation.
- (e) When the nominated person is an incumbent trustee, policies 5.7.1.2 (a) through 5.7.1.2 (c) do not apply.
- (f) The Pension Trustee Nomination Sub-Committee will be comprised of both PAC members and two members from Presidents' Council.

(2015)

5.5.1.2. Appointments

- (a) In the year previous to that in which a trustee appointment commences and prior to the AGM in that same year previous, Presidents' Council will make a trustee-designate appointment for confirmation by AGM.
- (b) Upon confirmation, the successful trustee-designate is immediately authorized to attend trustee board and committee meetings with funding support. FPSE will request that the Board allow them to attend with voice.
- (c) Unless there is action taken by PC or the AGM to cancel the trustee-designate appointment, that person will become a trustee upon the completion of the incumbent trustee's term.
- (d) Trustee-designates will be given every opportunity to become familiar with the policies and issues that will face them as trustees, including attendance, with FPSE support, at approved conferences.
- (e) To the extent possible, a trustee who is not able to finish a term will give as much notice as feasible. Depending on the timing of the vacancy, the President will either initiate as normal as possible a cycle of consultations and decisions leading to a new appointment or initiate an extraordinary process that allows for as much consultation as feasible but ensures that the trustee position is filled in a timely fashion.
- (f) A first term trustee is not subject to the selection process until the completion of their second term.

(2011, 2013, 2015)

5.5.2. Appointment of FPSE Employee as a Plan Trustee

One FPSE-appointed trustee will normally be a Staff Representative of FPSE. The President will make a recommendation for the renewal of this appointment or for a new appointment from staff to the first Presidents' Council meeting in the year the appointment commences. In the case of a new appointment, policies 5.7.1.2 (a) and (b) shall also apply. (2011)

5.5.3. Trustee Equity and Gender Equity

5.5.3.1. FPSE will identify barriers to participation as Pension Plan trustees of members from historically marginalized groups, including women. It will work to eliminate those barriers through the development of specific engagement and outreach activities, including training.

5.5.3.2. Whenever nominations are being sought for trustees, there must be a specific effort to achieve broad participation from historically marginalized groups.

5.5.3.3. For appointments commencing in 2014 and thereafter and pursuant to 5.1.2.1 and 5.1.2.2, Presidents' Council shall ensure there is at least one female and at least one male trustee amongst the FPSE appointee complement.

5.5.4. Appointment of a Retired Member as a Plan Trustee

Pursuant to the *Public Sector Pension Plans Act* (Schedule A – College Pension Plan, Part 1.1 – Joint Trusteeship), FPSE and BCGEU (“the plan member partners”) have entered into a unanimous management agreement with the government and Post-Secondary Employers' Association plan partners. This agreement includes the composition of the Board of Trustees of the College Pension Plan and the appointment of trustees, including a trustee who will represent the views and interests of plan members who are retired. To fulfill this legislative mandate, FPSE and BCGEU jointly appoint trustees who are retired from an FPSE local's bargaining unit or a BCGEU bargaining unit and are receiving a pension.

A retired trustee is appointed for a three-year term, which is renewable once. The practice for appointments followed jointly by FPSE and BCGEU is the following: when the term or terms of the retired trustee appointee of one union has expired, the other union has the opportunity to appoint the next retired trustee.

Since FPSE represents the great majority of both active and retired pension plan members, FPSE partner representatives will:

- (a) take the lead in the appointment process
- (b) ensure that anyone being considered is receiving a pension through the College Pension Plan and retired from service; for FPSE, retired from service means a retired trustee is not in receipt of compensation from a College Pension Plan employer;
- (c) ensure that anyone being considered has the appropriate knowledge and awareness of pension plan issues and is committed to fulfilling to the greatest extent possible the policies and goals of FPSE;
- (d) ensure that FPSE's current appointed trustees are given the opportunity to comment on the short-listed retired trustee candidates before an appointment is finalized.

(2011, 2015 PC, 2019)

5.5.4.1. Nominations

- (a) When it is FPSE's turn to appoint a new retired trustee, local Presidents and local Pension Advisory Committee representatives will jointly initiate a canvas of potential nominees during the fall of the calendar year preceding the beginning of such a trustee's term of appointment.
- (b) During that same period, the FPSE President will consult with and solicit advice from the BC Federation of Retired Union Members (BC Forum) and the Association of British Columbia College Pension Plan Retirees (ABCCPPR).

5.5.4.2. FPSE Retired Trustee's Nomination Committee

At the fall meeting of Presidents' Council preceding the beginning of a new retired trustee's term of appointment, a Retired Trustee's Nomination Committee, chaired by the FPSE President, will be formed to receive nominations and short-list nominees. The Committee shall include three Presidents, the chair of the Pension Advisory Committee, and one other PAC member.

5.5.4.3. Short-Listing and Appointment of Trustees

- (a) Prior to the March PC meeting, the FPSE Retired Trustee's Nomination Committee will meet to short-list nominated candidates and extend invitations to those short-listed to make in-person presentations and take questions at a special joint PC-PAC session to be held in March.
- (b) No more than three short-listed candidates for the retired trustee position will be invited to attend this joint meeting. Costs of attendance (if applicable) will be paid by FPSE.
- (c) After hearing the presentations and answers to questions, PC members will make a retired trustee-designate appointment for confirmation by AGM.
- (d) Upon confirmation of the retired trustee appointment, the FPSE President will meet with the BCGEU counterpart to finalize the nomination and notify the College Pension Plan Board of Trustees.

5.5.4.4. Retired Trustee-Designate Board Attendance and Training

- (a) After being appointed in 5.7.4.3(d), the retired trustee-designate is immediately authorized to attend trustee Board and committee meetings with funding support. FPSE will request that the Board allow them to attend with voice.
- (b) Retired trustee-designates will be given every opportunity to become familiar with the policies and issues that will face them as trustees, including attendance, with FPSE support, at approved conferences.

(2015 PC, 2019)

5.5.5. Trustee Succession Planning

Under the operating principle of Building Capacity, the Pension Advisory Committee, Presidents' Council and the President all have a responsibility to provide training and support for succession planning as part of the trustee appointment process.

(2011)

5.6. PENSION COMMUNICATIONS

- 5.6.1. Presidents' Council shall identify one of FPSE's appointed trustees as having the primary responsibility for reporting to the fullest extent possible on pension plan developments to the Pension Advisory Committee and Presidents' Council on behalf of all its appointed trustees.
- 5.6.2. Whenever necessary, the President shall inform other interested parties and partners that, when officially communicating with FPSE as a partner, then such communications, whether confidential or not, shall be shared with Presidents' Council.

This does not obligate the President to share all unofficial communications.

All relevant non-confidential communication shall be shared with the Pension Advisory Committee and other interested parties.

- 5.6.3. The President and Presidents' Council will from time to time, and not less than bi-annually, formally review the effectiveness of communication on pension-related issues with interested parties.
- 5.6.4. The President, Pension Advisory Committee and Presidents' Council shall ensure that appropriate and timely consultation on possible changes to pension plan operations and pension policy occurs with member locals and their membership before such changes are implemented.
- 5.6.5. As appropriate, FPSE shall make other pension partners and interested bodies aware of its pension policies.
- 5.6.6. In order to ensure communications are maintained at all times, the President shall have another appropriate person responsible to FPSE copied on official communication to FPSE as a partner. (2011)

5.7. PENSION PLAN TRUSTEE MID-TERM FEEDBACK

- 5.7.1. At the mid-point of each three-year term, all FPSE-appointed College Pension Plan Trustees are expected to provide an individual report to go to both PAC and PC. The report should outline their work to date, along with their anticipated work for the remainder of their respective terms. The report may also serve as an opportunity for trustees to identify any concerns or opportunities regarding the role. PAC or PC may opt to provide feedback to the trustee. (2012, 2024)

5.8. PENSION PLAN TRUSTEE RELEASE AND PAYMENT RECEIVED

In accordance with Purchasing and Expenditure Policy on Pension Plan Trustee Release Time and Expenditures, members serving as trustees are eligible for release time purchases. Any stipends and per diem amounts they may receive are payable to FPSE.

(2011)

5.9. BARGAINING AND THE PENSION PLAN

FPSE shall lobby the provincial government to allow pension plan benefits to be negotiated as part of collective bargaining. (1997)

5.10. PENSION INVESTMENT

5.10.1. Within the primacy of keeping the pension promise and delivering an acceptable rate of return, FPSE and its appointed trustees shall advocate for pension board investments that are characterized by diversity, transparency, and flexibility. Serious reflection on the social, environmental and ethical consequences of investments shall be a feature of pension board investment decisions that FPSE-appointed trustees support. Furthermore, FPSE-appointed trustees shall support strategies such as shareholder activism in support of these principles. *(2012, 2013)*

5.10.2. FPSE's Pension Advisory Committee shall review the College Pension Plan's socially responsible investing practices and triennially report on its findings to Presidents' Council.

In its triennial review of the College Pension Plan's Socially Responsible Investment Practices, PAC shall:

1. Target the spring 2016 PAC meeting for its first report;
2. Compare and contrast CPP's SRI screens and actions to FPSE's SRI screens and actions;
3. For each year 2013-2015 (inclusive) identify the major SRI initiatives the CPP has taken;
4. To the extent practical and possible, identify exemplary SRI international practices;
5. Of the major CPP investments, attempt to identify the "worst" SRI offenders; and
6. List other ideas for consideration.

(1990, 2013, 2015)

5.11. FPSE PENSION ADVISORY COMMITTEE MEETINGS AND REPRESENTATIVES

Observers from FPSE locals shall be allowed to attend meetings of the Pension Advisory Committee, at the locals' expense, for succession purposes. *(2002)*

6. PROFESSIONAL & SCHOLARLY DEVELOPMENT

6.1. NO REDUCTION OR DENIAL OF RIGHTS

As professional development is an essential element of a dynamic educational system, and as faculty unions have historically negotiated professional development as part of their collective agreements to ensure adequate provision and faculty participation and involvement in its application, FPSE rejects and will actively oppose any unilateral reduction or denial of professional development rights. (2002)

6.2. EQUITABLE ACCESS

6.3.1. All faculty should receive professional and scholarly development funds system-wide. (2011)

6.3.2. FPSE supports the goal that, through a process of leveling up, all faculty have equitable access to professional development (as defined by FPSE policy) in all institutions. (1999)

6.3.3. FPSE recommends that the provincial government recognize the need for faculty development opportunities at the institutional level. Such activities must be defined and directed by faculty and must be supported through the provision of adequate funding levels for such activity in institutional budgets. (1992)

6.3. EDUCATION LEAVES

FPSE supports the objective of achieving, through lobbying and bargaining, a target level of funding to support educational leave for college and institute faculty. (1994)

6.4. EXCHANGE LEAVES

FPSE encourages its locals to promote awareness of exchange leaves (as per Article 7.10 of the Common Agreement), especially within the BC post-secondary sector, as a viable form of professional development. (2000)

6.5. FACULTY DEVELOPMENT COORDINATORS

FPSE adopts as policy the goal of achieving a faculty release position for a Faculty Development Coordinator. (1993)

6.6. PROFESSIONAL DEVELOPMENT TIME

Locals shall seek forty-four (44) days development time with a minimum of twenty-two (22) days for professional development time, as defined in FPSE's Professional & Scholarly Development position statement. (1994)

6.7. SCHOLARLY ACTIVITY

FPSE recognizes that scholarly activity is integral to effective student learning and is a component of all faculty work. FPSE supports and advocates for workplace environments that enable faculty engagement in scholarly activity.

Elements of scholarly activity include:

- scholarly teaching, the application of teaching or learning principles to the practice of teaching to enable more effective teaching strategies and learner outcomes;
- scholarly enquiry, discovery, integration, creativity, professional service and application;
- research in support of teaching and learning.

(2007)

7. HUMAN RIGHTS, EQUITY AND SOCIAL ISSUES

HUMAN RIGHTS

7.1. HUMAN RIGHTS PROTECTION

- 7.1.1. FPSE demands that the government of BC respect and adhere to the rights of aboriginal people entrenched in the *Canadian Charter of Rights and Freedoms*, under Sections 5 and 35 (1-3) and, further, FPSE strongly objects to the BC government's use of referenda to determine minority rights. (2002)
- 7.1.2. The Human Rights & International Solidarity Committee of FPSE and FPSE's locals will monitor the BC government's policy on human rights in BC and will defend and campaign to improve human rights protections in the *BC Human Rights Code*. (2002)
- 7.1.3. FPSE shall adopt a proactive position of fostering the protection of human rights locally, nationally, and internationally. (1990)

7.2. WOMEN'S EQUALITY

- FPSE supports the retention of a separate and freestanding provincial Ministry of Women's Equality. (2001)

7.3. VIOLENCE AGAINST WOMEN

- FPSE shall promote wearing white on December 6th to support ending violence against women. (2012)

7.4. FIRST NATIONS RIGHTS

- 7.4.1. RIGHTS OF INDIGENOUS PEOPLES
FPSE will actively support Canada's indigenous peoples in their struggle for their inherent rights and the rights spelled out in the UN Declaration on the Rights of Indigenous Peoples. (2014)
- 7.4.2. ACCESS TO CLEAN WATER
FPSE supports the human right to safe and clean water in Aboriginal communities, and locals are encouraged to promote and engage in initiatives and events that increase awareness of this issue. (2012)
- 7.4.3. FPSE supports the call to initiate a federal public inquiry into the Gustafsen Lake events of 1995. (2016)
- 7.4.4. FPSE will adopt, endorse, and actively work to implement the Calls to Action of the Truth and Reconciliation Commission Report. (2016)
- 7.4.5. FPSE encourages locals to invite/add their Decolonization, Reconciliation and Indigenization Committee members to their faculty executive, working conditions committee or bargaining committee. (2018)

- 7.4.6. FPSE supports the granting of a tuition waiver to indigenous students by all public British Columbia colleges and universities. (PC 2018)

7.5. PERSONAL/SEXUAL HARASSMENT

- 7.5.1. The following FPSE Harassment Policy is recommended to locals for adoption as local policy:

GENERAL

- (a) Faculty members do not in any way exploit their own status, especially in relation to colleagues of different status, or in relation to students and staff. Faculty members do not engage in intimidation or harassment of any person or group under any circumstances.
- (b) A faculty member treats students, staff members, faculty colleagues, and other members of the college community with respect and dignity.
- (c) Faculty members do not use their status for soliciting personal gain in exchange for favours as a result of the faculty members' status.
- (d) A faculty member acts with respect for every person's right to full and equal recognition and exercise of a person's rights and freedoms, without distinction, exclusion, or preference based on race, colour, sex, pregnancy, family status, marital status, sexual orientation, civil status, age, creed or religion, political convictions, language, ethnic or national origin, social condition, disability or the use of any means to palliate a handicap, or on any other ground that is not reasonable. Discrimination exists where such a distinction, exclusion, or preference has the effect of nullifying or impairing such a right.
- (e) A relationship between a faculty member and any other member(s) of the post-secondary community that is based on business, kinship, marriage, or affectional relations is not allowed to influence in any way the faculty member's work, work situation or status, or to advantage or disadvantage any of the persons involved in such relationship.

RELATIONS WITH STUDENTS

- (a) Faculty members do not exploit their professional relationship with a student or students for the faculty members' private advantages, whether personal or professional.
- (b) A faculty member does not initiate or permit the initiation of a sexual liaison with a student while they are in a student/faculty relationship or where it is reasonable to assume that they may in the immediate future be in a student/faculty relationship.
- (c) A faculty member's conduct towards students is fair and objective.
- (d) Faculty members encourage the free exchange of ideas between themselves and students and respect the right of students to express their own ideas and opinions without fear of reprisal.
- (e) Faculty members maintain the confidentiality of all information gained about a student during the faculty members' performances of their faculty duties, except where otherwise required by law or by normal institutional procedures or where the faculty members in their professional judgment believe divulging such information would be in the best interests of the student. Confidential information includes, but is not limited to, information about a student's academic performance, personal life, and political or religious views. (1989)

- 7.5.2. Each FPSE local is encouraged to develop an internal union harassment policy regarding union functions and events and encouraged to use FPSE Policy 1.3.4 as a model. *(2001, 2009 PC)*
- 7.5.3. FPSE encourages locals to develop an education program on harassment and a pamphlet on procedural choices available for members who are charged with harassment, as well as a pamphlet and educational program for complainants outlining procedural choices in filing a complaint, and that both pamphlets outline the advantages and disadvantages of these choices. *(1995)*
- 7.5.4. FPSE locals are encouraged to monitor institution harassment and student appeal policies, and to promote necessary changes in such policies or procedures in order to ensure that:
- (a) members are supported positively without abridging the rights of students;
 - (b) students adhere to established appeals processes;
 - (c) members are informed of all appeals and complaints against them or their grading/assessments and have a forum within which to respond;
 - (d) the workplace is free from intimidation, harassment, or threat of harassment; and
 - (e) institutional resources and legal support are provided to members in the event of disputes.
- (1992, 2009 PC)*

7.6. SEXUAL ORIENTATION AND GENDER IDENTITY

- 7.6.1. FPSE opposes discrimination on the basis of sexual orientation. *(1991)*
- 7.6.2. In order to allow individuals the freedom to self-identify, whenever FPSE or its locals collect information on gender, FPSE shall not and locals should not pre-determine choices but simply ask individuals to indicate their own gender identification. *(1999)*

SOCIAL ISSUES

7.7. CHILDCARE AND PARENTING LEAVE

FPSE, as an organization of educators, recognizes the value of quality early childhood education for the public good, and endorses lobbying campaigns to initiate and maintain a quality public childcare program in Canada. (2000)

7.8. FAIR TRADE AND SUSTAINABILITY

7.8.1. FPSE, in planning AGMs and meetings, will support sustainable practices and preferences for travel, accommodation, and services. (2010)

7.8.2. FPSE supports wherever possible sustainable purchase policies and practices that would result in a significant reduction in waste products and recommends the same to locals. (2007)

7.9. RIGHT OF ACCESS TO EDUCATIONAL TECHNOLOGIES

FPSE urges the federal and provincial governments to ensure that their policies concerning technological change provide the right of access of each member of society, regardless of gender, race, or economic class, to the education of their choice. (1985)

7.10. POVERTY

FPSE endorses the Poverty Reduction Coalition's Call for a Poverty Reduction Plan in BC. (2016)

8. EDUCATION POLICY

8.1. ADMISSIONS AND TRANSFER

ARTICULATION

- 8.1.1. FPSE supports the development of a seamless post-secondary education system and asserts that any restructuring necessary to facilitate this development will require active faculty participation. (1993)
- 8.1.2. FPSE endorses efforts to articulate courses and curricula across the post-secondary education system, so long as the needs of the adult learner remain the primary consideration. (1993)
- 8.1.3. FPSE recommends that entry standards into the 3rd and 4th year at universities be uniform for transferring students. (1993)
- 8.1.4. FPSE recommends that FPSE as well as organizations representing other concerned constituencies be given continuing positions on the BC Council on Admissions and Transfer. (1990)

ENROLMENT LIMITS

- 8.1.5. FPSE promotes the following policies concerning enrolment limits for post-secondary institutions in BC:
- (a) Access to BC universities should not be based upon which public school or post-secondary institution a BC student comes from.
 - (b) Students completing the second year of a university transfer program at a college (or the first year if an appropriate second year program is not available) should be guaranteed admission to the appropriate year of their degree program at the university of their choice (subject to the student meeting the course and academic performance requirements set by that university). This guarantee corresponds to that currently given to a university's direct entry students who can proceed to the second, third, and fourth years of their degree program so long as they meet that program's course and academic performance requirements.
 - (c) Post-secondary institutions considering policy changes should be required to inform and fully consult in advance any other institutions whose students are likely to be affected by those changes. (1986)

8.2. ADULT BASIC EDUCATION AND ESL PROGRAMS

ABE/ESL FUNDING

- 8.2.1. FPSE supports an equal and adequate funding level for ABE student spaces to apply in the school district and post-secondary sectors. In addition to equal and adequate funding levels, tuition charged, if any, should be equal in both sectors and each sector should have the ability to offer an uncapped number of funded ABE spaces. (1995)
- 8.2.2. FPSE shall lobby for funding levels of ABE/ESL courses in the post-secondary system equal to funding levels of ABE/ESL courses for adults in the public school system. (1993)

- 8.2.3. FPSE recommends that stable and adequate funding be provided to institutions to support quality ESL instruction as an integral part of their offerings; furthermore, enhanced and stable resources must be allocated to the post-secondary system for increased support services for adult ESL learners. (1990)

PUBLIC SECTOR MANDATE

- 8.2.4. FPSE believes that government must acknowledge the special skills and knowledge required of those designing, delivering and administering ABE programs, and that government must acknowledge that there is a difference between good practice in the education of children and good practice in the education of adults. In recognition of this, FPSE recommends that government place responsibility for all Adult Basic Education programming within the ministry responsible for advanced education. (1995)
- 8.2.5. FPSE endorses the principle that public funds for ABE/ESL be used only by public Institutions. (1993)
- 8.2.6. FPSE shall intensify its lobbying efforts with the provincial government to define the post-secondary system as having the primary responsibility for the provision of ABE and adult ESL programs. (1993)
- 8.2.7. FPSE shall lobby the provincial government to set standards for the regulation and monitoring of all public and private institutions offering foundation programs. (1993)

STUDENT ASSISTANCE AND LOANS

- 8.2.8. FPSE recommends that all Adult Basic Education students be given access to both the Canada Student Loan Program and the BC Student Assistance Program. (1990)
- 8.2.9. FPSE recommends that the Minister of Advanced Education approach the Minister of Employment, Citizenship and Immigration Canada to initiate changes in policy so that under-educated adults are encouraged to be learners without loss or reduction of employment insurance payments. (1990)

8.3. COPYRIGHT/INTELLECTUAL PROPERTY

- 8.3.1. FPSE will promote revisions to the *Copyright Act* that support user rights of copyrighted material, such as print, audiovisual and digital information for educational use. FPSE supports an expanded definition of “fair dealing” that includes all teaching and learning activities:
- Educators want and need an expanded definition of “fair dealing” so that teaching and learning, not just “private study”, are included in the definition of “fair dealing”, building on the Supreme Court of Canada.
 - Educators want and need copyright reforms that do not unduly restrict access to digital materials through digital rights management.

FPSE will work with other like-minded bodies, such as the Canadian Federation of Students, Association of University and Colleges of Canada, CAUT and the Canadian Library Association, to advocate for copyright reform that is favorable to education in all areas of copyright law, including but not limited to digital rights management, internet use in education, and the use of audio-visual content in education. (2007)

8.4. DEGREE COMPLETION

8.4.1. FPSE supports the current degree-granting process which approves the right to grant a specific degree to any public post-secondary institution with granting rights coming from the degree approval process. (1995, 2013)

8.4.2. University-Colleges
See Appendix A, FPSE Position on Degree Completion Programs at BC Colleges.

8.5. EDUCATION EQUITY

FPSE shall lobby for increased opportunities for women to participate in educational programs in non-traditional areas. FPSE shall lobby provincial and federal departments to that end, while local Status of Women Committees should work within their respective institutions and each local Status of Women Committee shall be strongly encouraged to take part in this lobby effort. (1988)

8.6. EDUCATIONAL TECHNOLOGY

FUNDING

8.6.1. FPSE shall lobby for adequate additional Ministry funding for applications of educational technology. (1999)

JOINT DETERMINATION

8.6.2. FPSE shall lobby for joint determination and implementation of educational technology initiatives at the provincial and local levels. (1999)

8.6.3. FPSE locals shall encourage academic governance councils and senates to consider the appropriateness and the effect of the mode of delivery (e.g., traditional face-to-face, on-line, interactive television, blended classrooms, etc.) or a change in the mode of delivery as part of the course and program approval process. (1998)

8.7. FIRST NATIONS PEOPLES

BC Aboriginal Inclusion and Pedagogy

FPSE recommends dedicated funding that promotes access and program completion for Aboriginal students at BC's post-secondary institutions. (2013)

8.8. FUNDING OF POST-SECONDARY EDUCATION AND TRAINING

8.8.1. Removal of Tuition

EDUCATIONAL TECHNOLOGY

8.8.1.1. FPSE calls for and advocates that by September 2025, the BC Government will have removed all tuition for Canadian citizens and permanent residents for all programs of two years or less duration and removed all tuition for the first two years within all programs of more than two year's duration. (1999, 2020)

8.8.1.2. As part of its advocacy, FPSE calls for programming to be fully-funded at levels commensurate with student demand and without reliance on increasing any remaining student fees. (2006, 2020)

8.8.1.3. FSE shall maintain a strong and united lobby of the provincial government, asking for a commitment to fund fully the post-secondary education system so as to achieve compensation and pay equity for all members. (1998)

8.8.2. Labour Market Training Programs

8.8.2.1. FPSE supports the efforts of the Ministry of Advanced Education and the provincial government in their position with respect to the Labour Market Agreement and Labour Market Development Agreement and their related activities; and FPSE will continue to pursue active participation in the oversight mechanism dealing with Labour Market Transfers.

8.8.2.2. FPSE will lobby the provincial government and the Ministry of Advanced Education to include more representation from the post-secondary education sector unions at all levels of the Labour Market and Labour Market Development Agreements negotiations and planning.

8.8.2.3. FPSE will lobby to ensure that federal training funds be directed to programs in public post-secondary institutions taught by unionized faculty.

8.8.2.4. FPSE recommends that the provincial and federal governments adopt the principle that public funds, aimed at covering the costs associated with career and trades training, should be used primarily to support programs taught by unionized faculty in public post-secondary institutions.

(1990, 2013)

8.8.3. Free Tuition

8.8.3.1. FPSE advocates that the first year of education in a public post-secondary institution be free for Canadian citizens and permanent residents.

(2005)

8.9. GENDER-NEUTRAL LANGUAGE

8.12.1. When FPSE collects information and/or statistics on gender, the language FPSE uses shall not pre-determine choices. (1999)

8.10. GOVERNANCE

8.10.1. Educational Governance

EDUCATIONAL GOVERNANCE PRINCIPLES

8.10.1.1. FPSE holds that:

- Educational governance must be vested in faculty.
- Since the primary mechanisms of educational governance are academic governance councils, which include senates and education councils, their composition must include faculty members as a majority.
- Academic governance councils and senates must have sole authority over educational matters.

- Academic governance councils and senates must use academic freedom as a guiding principle.
- Elected faculty members of academic governance councils and senates must to the fullest extent possible inform and consult those who have elected them.

(1989, 2004, 2013)

COMPOSITION

8.10.1.2. FPSE supports ex officio representation of faculty associations on academic governance councils and senates. *(1995)*

TRAINING & COMMUNICATIONS

8.10.1.3. FPSE will coordinate networks of elected faculty governance representatives. *(2004)*

8.10.1.4. FPSE will facilitate ongoing discussion on the effectiveness of boards of governance and academic governance councils. *(2004)*

8.10.1.5. FPSE will establish a liaison with academic governance councils, both provincially and locally. *(2004, 2013)*

8.10.2. Attacks on Educational Governance

FPSE condemns the provisions of Bill 18-2011 that strip our members of their freedom of association rights, and will mobilize support by working with the CAUT to challenge the constitutionality of Bill 18, and work to build opposition to Bill 18 by working in solidarity with other post-secondary education unions and the broader labour movement in BC and across Canada to denounce the injustice of this legislative attack on the rights of our members to participate fully in the governance of their local institution. *(2012)*

8.11. PERFORMANCE AND QUALITY INDICATORS/ACCOUNTABILITY

8.11.1. Accountability

FPSE shall participate as one of the system partners involved in the development, design and implementation of any accountability measures intended for use in the post-secondary education system. *(PC 1996)*

8.11.2. Program Quality

FPSE recommends that in the interest of ensuring quality as part of the system's expansion, a comprehensive approach to developing an index of "quality indicators" be taken. Once such an index has been developed, it should be monitored regularly, and this information be made public in a timely fashion. The index of quality indicators should include but not be limited to the following:

TERMINAL OBJECTIVES

(Criteria to meet objectives of participants or users)

- Entry and completion rates;
- ratios of students to instructors, support staff, counsellors, librarians and financial awards officers;

- external criteria, e.g., employment rates for graduates, employer satisfaction with graduates, follow-up studies on job placement and advancement;
- ratios of students to learning assistance facilities, e.g., computers, laboratory spaces, microscopes, library spaces and books;
- library facilities and portion of operating budget spent on library acquisitions.

STRUCTURAL/INSTITUTIONAL OBJECTIVES

(Criteria in the structure of the delivery of services)

- Faculty participation in faculty development activities in both discipline-based and instruction-based components;
- ability of institutions to hire qualified, competent faculty;
- the learning environment * space, facilities, respect for facilities, access for disabled, etc.;
- level of satisfaction with the education given and received by instructors and students respectively;
- the morale of instructors and students;
- the degree and level of assistance for improving instructional skills for instructors and study, writing and learning skills for students.

FPSE further recommends that catch-up studies to identify gaps in services and inequities between programs on campus be undertaken on campuses.

(1990)

8.12. PHYSICAL SECURITY

FPSE shall lobby the provincial government to increase post-secondary funding for violence prevention education, campus security, and support services, including professional counselling.

(1999)

8.13. PRIOR LEARNING ASSESSMENT (PLA)

- PLA work will be recognized as and integrated into faculty workloads.
- PLA work includes classroom based and individual advising; classroom based and individual assessment; training and upgrading. The determination of workload shall include:
 - average number of hours required for PLA work by [program] in each [department];
 - regular workload in each program and/or department as defined by the collective agreement.
- There will be a local Joint Committee (labour management) to examine and to recommend a means of averaging workload by:
 - reducing the number of students in the same or subsequent semester, course, year;
 - reducing the number of courses in the same or subsequent semester, course, year;
 - reducing other accountable time.
- The employer will provide adequate paid time for training for faculty in PLA work.
- PLA work is voluntary, and faculty will not be assigned PLA work. The work should be shared as widely as possible within one department or program among those with the interest and expertise, and not necessarily on a seniority basis. Further, wherever possible, preference for this work should be given to those who have less than a full-time workload.
- The employer shall count PLA work as part of regular workload for purposes of pay, benefits, and seniority.

(1997)

8.14. STUDENT SERVICES

- 8.14.1. FPSE recommends that, in conjunction with the BC Post-Secondary Counsellors' Association, the Ministry of Advanced Education develop and work toward a plan to increase counselling and advising services in the post-secondary institutions. (1990)
- 8.14.2. FPSE shall lobby for an increase in the level of counselling services available in post-secondary institutions and shall bring the attention of the public to the problems resulting from the cutbacks in these services. (1986)

8.15. WEEKEND COURSES

FPSE recommends that, if flexible scheduling is to be introduced in a manner which is not disruptive to the members of the post-secondary community, it must be accompanied by adequate planning and funding to ensure that students can achieve the desired course load and obtain required courses within the framework of a reasonable schedule and that educators and other staff can work within a reasonable schedule which is not disruptive to their professional or personal lives. (1990)

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