



EMPLOYEE HANDBOOK

Revised Spring 1984

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INTRODUCTION

This booklet is designed to provide you with information that will be of interest to you as a new employee with Kwantlen College. Any changes in content will be amended and distributed by the Personnel Department, the authors of this booklet, in order to keep you up-to-date.

For additional information or clarification please contact your Supervisor or the Personnel Department.

HISTORY

In April 1981, Douglas College officially split into two separate Community Colleges. The College serving Burnaby, Coquitlam, Maple Ridge and New Westminster School Districts retained the original Douglas College name. The College serving Delta, Langley, Richmond and Surrey School Districts adopted the name Kwantlen College.

Kwantlen is an Indian word meaning "tireless runner". The Kwantlen were an Indian tribe who inhabited the area of Surrey, Newton, Richmond and Langley at the time of Governor James Douglas. Today, Chief Alfred Joe Gabriel and his fifty-two member Langley Indian Band live on the 600-acre McMillan Island reserve just across the bridge from the village of Fort Langley.

Kwantlen College is a multi-purpose institution that, by mandate, places equal emphasis on career/vocational, technical, academic transfer, continuing education programmes and courses in response to community needs.

Kwantlen College offers a readily accessible and comprehensive set of learning opportunities, which attracts people with a broad range of desires and needs; people heading for university, a specific career, upgrading, a new employment future, or gathering information on a certain topic.

CAMPUS LOCATIONS



Surrey Campus

Location:

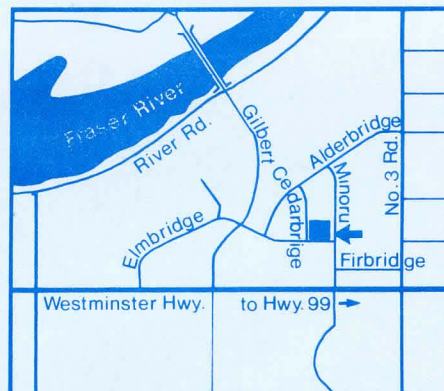
9260 - 140th Street, Surrey, B.C.

Telephone: 588-4411

Administration:

Principal — Bob Lowe

Directors of Instruction — John Levin
— John Slattery



Richmond Campus

Location:

5840 Cedarbridge Way, Richmond, B.C.

Telephone: 273-5461

Administration:

Principal — Ann Kitching

Directors of Instruction — John Patterson
— Win Matheson

Director of Community — Ken Battersby
& Continuing Education



Newton Campus

Location:

13479 - 77th Avenue, Surrey, B.C.

Telephone: 591-1111

Administration:

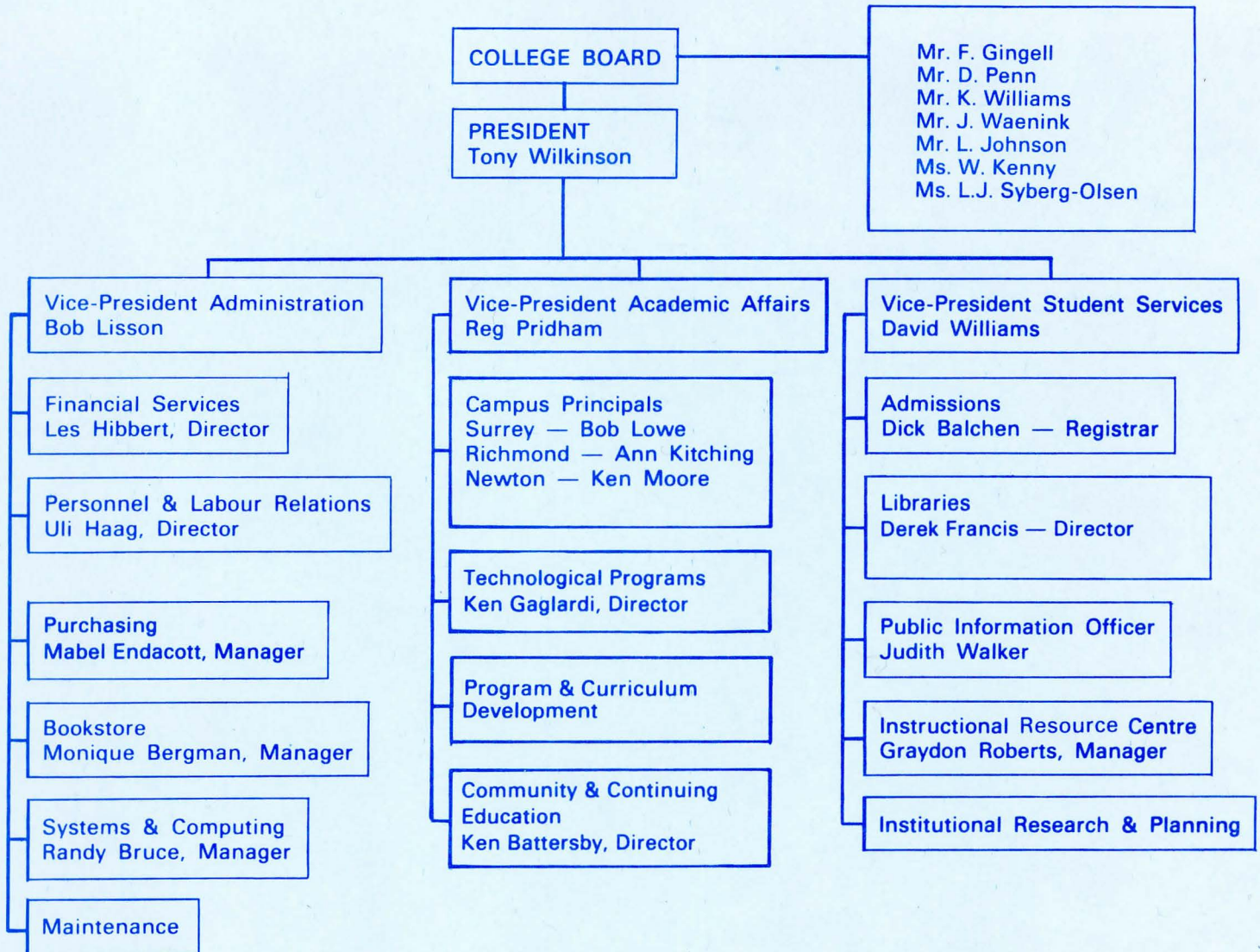
Acting Principal — Reg Pridham

Director Technological Programs — Ken Gaglardi

Director Vocational Programs — Ray Walton



SENIOR ADMINISTRATIVE STRUCTURE



HEALTH BENEFITS INTRODUCTION

The purpose of this section of the booklet is to summarize the benefits available to you through the College.

In order to keep this summary as brief as possible, only the major details of each plan have been described. All College benefits are subject to the actual provisions of the official plan documents and policies on file with the Personnel Department.

At times it may be necessary for you or your dependents to obtain a more detailed explanation of the terms of a particular benefit. The Personnel Department is available to provide further information.

Compusory plans are: Extended Health and Dental Care (unless proof of alternate coverage is provided), Group Life and Full Term Disability and Pension (except Faculty with Board approved exemption).

MEDICAL SERVICES PLAN OF BRITISH COLUMBIA

This plan provides the only basic medical insurance available to permanent residents of the Province. Although registration for medical coverage is voluntary, the College pays 100% of the premium.

Services include: services of a physician, certified specialist, obstetrical care, administration of anaesthetics, diagnostic x-ray and laboratory services, and with some restrictions, services of a chiropractor, naturopath, physiotherapist, podiatrist, optometrist, and orthoptic treatment.

GROUP INSURANCE BENEFITS

GENERAL INFORMATION

The exact terms of the plan are described in the more detailed provisions of the Group Policy between Kwantlen College and North American Life Assurance Company. The following does not create or confer any rights.

ELIGIBILITY

All employees become eligible for coverage on the first of the month following date of hire as a regular employee.

An employee not actively at work on the day insurance would normally commence will not be eligible until return to full-time work.

Eligible Dependent

- a) spouse of the insured employee:
 - (i) a person legally married to the Insured Employee, or
 - (ii) a person who, although not legally married to, has continuously resided with the Insured Employee for not less than two full years, having represented themselves as man and wife and if a written request is made by the Insured Employee for the extension of insurance under this policy for such named individual.
- b) unmarried children of the Insured Employee who have:
 - (i) not yet attained age 21
 - (ii) attained age 21 but not age 26 and are attending an accredited educational institution, college or university on a full time basis
 - (iii) attained age 21 but are dependent upon the Insured Employee by reason of continued and demonstrable mental or physical infirmity.

Unmarried children as defined above include step-children, legally adopted children and foster children dependent upon the Insured Employee for support and maintenance.

LATE ENTRANTS

You have 30 days from the date you become eligible to apply for insurance. If you apply after that period has passed, you must submit evidence of insurability for yourself and your dependents. If you are a late applicant for Dental Insurance the maximum benefit for you and your eligible dependents will be \$100 each during the first 12 months of coverage.

TERMINATION OF INSURANCE

Your coverage under this plan ceases when you terminate your employment.

Coverage for your dependents ceases when your coverage terminates, or when they cease to qualify as dependents by the definition in the contract.

GROUP INSURANCE BENEFITS

North American Life — Policy No. NG&H 9763

SCHEDULE OF BENEFITS

ADMINISTRATIVE STAFF

EXTENDED HEALTH CARE

Deductible:	\$25 per single employee or family per calendar year
Insurance Percentage:	<p>After you have satisfied the deductible amount, this plan will reimburse you 100% of the charges incurred for the following allowable expenses:</p> <ul style="list-style-type: none">— Hospital Coverage— Professional & Medical Care Coverage— Prescription Drug Coverage— Vision Care Coverage — to a maximum of \$100 during any one period of 24 consecutive months with no deductible
Out-of-Province:	<p>You will be reimbursed for out-of-province charges in full, in coordination with Medical Services Plan of British Columbia providing they are allowable expenses under this policy and are considered reasonable and customary for the locality and geographical area where they were incurred.</p>

DENTAL

Basic Dental Services	— 100% coinsurance
Basic Endodontic & Periodontal Services	— 100% coinsurance
Major Dental Services	— 50% coinsurance*
Extended Endodontic & Periodontal Services	— 100% coinsurance *
Orthodontic Services	— 50% coinsurance**

*to an annual maximum of \$1,000 per insured person.

**to a lifetime maximum of \$1,250 per insured child.

LIFE INSURANCE

All employees without dependents — an amount equal to your annual earnings

All employees with dependents — twice your annual earnings

All amounts of insurance are rounded to the next higher \$1,000 and will be subject to a maximum of \$250,000.

AD&D

Accidental Death and Dismemberment coverage is an amount equal to your Life Insurance Coverage.

REDUCTIONS

Active Employees:

Your coverage ceases on the date you retire or on August 31 following the date you reach age 65.

Disabled Employees:

Your coverage ceases on August 31 following the date you reach age 65.

FULL TERM DISABILITY INCOME

You will receive a benefit of 60% of first \$4,166.66 of your monthly salary and 50% of excess to a maximum monthly benefit of \$3,500.

OPTIONAL LIFE INSURANCE COVERAGE

Optional Life Insurance, paid by the administrator, through payroll deductions, is available in units of \$10,000 to a maximum of \$100,000.

Please contact the Personnel Department for additional information.

GROUP LIFE INSURANCE

The death benefit under the Group Life Insurance provides for payment of the amount shown in the Schedule of Benefits to your appointed beneficiary. Payment will be made in one sum or in installments, if desired.

This plan contains a disability provision which enables you to continue your Life Insurance in force in accordance with the Schedule of Benefits without further payment of premiums if you become totally disabled prior to age 65. Proof of disability would be required periodically.

Your benefits cease upon termination of employment. You may, however, convert your Group Life Insurance to an individual policy without submitting evidence of insurability, as long as you pay the required premium within 31 days of your termination date.

If you should die within the 31 days following your termination of employment, the death benefit to which your beneficiary was entitled under the policy will be paid, whether or not you have converted to an individual policy.

ACCIDENTAL DEATH & DISMEMBERMENT

The AD&D benefit provides coverage for loss of use of or loss of life, limbs, speech, hearing, sight or injury resulting in quadraplegia, paraplegia or hemiplegia. The loss must be a result of an accident, and within twelve months from the date of the accident.

Coverage is made as broad as possible, with a few necessary exceptions such as losses resulting from war, riot, poisoning or infection.

The Table of Losses and Benefits is contained in the Group Life Policy on file in the Personnel Department and should be consulted for specific details.

FULL TERM DISABILITY INCOME

The Full Term Disability Income plan provides you with benefits should you become totally disabled as a result of an accident or illness while you are enrolled in the plan.

Total disability means that you are unable to engage in any and every duty of your regular occupation. However, after having received benefits for two years, in order to continue receiving benefits, you must be unable to perform any and every duty of any gainful occupation, for which you are reasonably qualified by training, education or experience.

Your benefits commence on the 31st day of disability due to accident and the 31st day of continuous disability due to illness and are payable to age 65 as long as you remain totally disabled.

Benefit

The Full Term Disability benefit is outlined in the Schedule of Benefits. If and when you receive benefits from Workers' Compensation, C.P.P., or any other source specified in the contract, the benefit amount you receive under this plan will be reduced by the sum of the benefits received from the other sources.

If you recover, and then become disabled again due to the same or related cause within three months of your return to work, your second period of disability will be considered a continuation of the first period of disability and benefit payments will resume immediately.

You must be under regular care and attendance of a legally qualified physician or surgeon during your period of disability. North American Life, at its own expense, has the right to have you examined by a physician of its choice during the time a claim is payable.

Your coverage under this plan ceases on the date you retire or on the date you reach age 65, whichever occurs first.

Limitations

No benefits are payable if disability results from:

- self-inflicted injury
- insurrection, war or hostilities
- participation in a riot or civil commotion, or in an attempt to commit a criminal offence
- pregnancy (including childbirth) during the period of an approved pregnancy leave of absence as specified in the contract.

How to File a Claim

- obtain claim form from the Personnel Department after you have been absent from work in excess of 30 consecutive calendar days.
- complete your section of the form
- have your doctor complete the "Attending Physician's" section of the form
- return the form to the Personnel Department
- the Personnel Department will complete their portion and submit the form to North American Life

The policy must be in force when the disability commences, but payments will continue, subject to the terms of the policy, even if the policy is terminated.

EXTENDED HEALTH CARE

You are insured for health care expenses incurred during the diagnosis and treatment of an illness or accidental injury to the extent outlined in the Schedule of Benefits.

Deductible Amount

Under this plan the deductible amount is \$25 per single employee or \$25 per employee with dependents per calendar year. Any allowable expenses of all members of the family contribute to this family deductible.

Benefit Period

Each benefit period covers one calendar year. Any deductibles or limits outlined here must apply on a calendar year basis.

Maximum

There is no overall dollar limit on this insurance to age 65. However, if you are an employee over age 65, your total insured expenses are limited to \$5,000.

Co-ordination

Benefit payments will be co-ordinated with any other health care policies or plans that you participate in so that the total amount you receive from all sources will not be greater than the actual expenses incurred.

HOSPITAL COVERAGE

This plan covers:

- a) the difference in cost between the standard public ward rate and the semi-private accommodation rate charged by the hospital
- b) out-patient care, services or supplies
- c) convalescent hospital care as specified in the contract for a maximum of 180 days.

PROFESSIONAL AND MEDICAL CARE COVERAGE

This plan will pay allowable expenses claimed following charges for:

- a) ambulance service, to a maximum of \$300
- b) "in hospital" services not covered by the hospital benefit
- c) diagnostic laboratory, x-ray, and radio-therapy services not connected with a hospital
- d) oxygen, blood and blood products
- e) rental of durable medical equipment such as wheel chairs, hospital beds, etc.
- f) artificial limbs and eyes, crutches, splints, casts, etc. and the replacement of these items but not their repair or maintenance
- g) services of a physiotherapist to a maximum of \$12 per visit and \$250 per calendar year
- h) private duty nursing by a Registered Nurse subject to a maximum of \$5,000 for any one period of 36 consecutive months up to age 65. For employees age 65 and over the maximum is \$1,000 per calendar year
- i) dental treatment or surgery required as a result of accidental damage to sound natural teeth
- j) medical fees in excess of the amount paid by any government plan except in those provinces where law prohibits the private insurance of excess fees
- k) paramedical services as outlined:
 - (i) treatment by a chiropractor, osteopath, podiatrist, naturopath.
 - (ii) when prescribed as necessary by the attending physician:
 - treatment by a psychiatrist or psychologist limited to a maximum of \$25 per visit and \$250 per calendar year
 - speech therapist or licensed/certified masseur limited to a maximum of \$12 per visit and \$250 per calendar year

PRESCRIPTION DRUG COVERAGE

This plan will pay the allowable expenses you incur for medically necessary prescription drug items which must be on the written prescription of a physician and dispensed by a licensed pharmacist. These items include:

- a) drugs and medicines
- b) serums, vaccines and injections
- c) contraceptive drugs and birth-control devices

This plan will not pay charges incurred for:

- a) personal comfort items or patent medicines and vitamins that you may purchase without a prescription
- b) that portion of the cost of prescription drug items which is covered under a provincially sponsored drug plan or drug benefit program.

VISION CARE COVERAGE

The following expenses are covered up to the maximum outlined in the Schedule of Benefits:

- a) charges for a set of standard single vision, bifocal or trifocal eyeglass lenses, as well as charges for the replacement of such lenses
- b) charges for a complete set of eyeglasses, including lenses and frame, as well as charges for replacement or repair if accidentally damaged
- c) charges for a set of contact lenses.

Sunglasses, safety glasses and unprescribed tinted glasses are not covered under this plan.

OUT-OF-PROVINCE COVERAGE

Please refer to the Schedule of Benefits for details and/or consult the Personnel Department.

General Exclusions — this plan does NOT pay:

- a) medical care, services and supplies that are provided by a government sponsored facility or that are insured services or benefits under any government legislation or regulation
- b) any care, services or supplies not recommended by a physician
- c) any treatment required from injuries sustained in war, as a member of an armed force, as a result of attempted suicide, or while committing or attempting to commit a criminal offence
- d) medical examination required for third party use, such as application for employment
- e) medical care or services that are cosmetic in nature and not required for maintenance of good health
- f) dental services and supplies except those specified in the contract.

Extension of Coverage

If your coverage is terminated while you are totally disabled as a result of injury or illness, your benefits will continue for 90 days following the termination of insurance, but not beyond the date on which you become a member of another group policy.

Claims Procedure

Claim forms are available from the Personnel Department. Return the completed claim forms along with all receipts to the Personnel Department for processing.

DENTAL

Benefits

Please Refer to the Schedule of Benefits.

Co-ordination of Benefits

Benefit payment will be co-ordinated with any other health care policies or plans that you participate in so that the total amount received from all sources does not exceed the actual expenses incurred.

Treatment Plan

A Treatment Plan is a written report by the dentist which describes the treatment recommended for the correction of dental disease, defect or injury. This report includes the estimated time required for the treatment and the estimated cost of procedures and supplies. When the estimated cost exceeds \$300, North American Life requires submission of a Treatment Plan so that you will know exactly how much of the cost will be covered by the plan. If treatment does not commence within 90 days of the submission of the Treatment Plan, then a new Treatment Plan must be submitted and approved.

BASIC DENTAL SERVICES

The following preventive services are covered and all costs are subject to the coinsurance provisions outlined in the Schedule of Benefits:

- a) Recall or specific examination, cleaning of teeth with light scaling, bite-wing x-rays, topical fluoride in one treatment, recall oral hygiene instruction, denture adjustments and repairs. Each service is limited to twice per calendar year
- b) Initial examination, full-mouth x-ray, panoramic x-rays, initial hygiene instruction, relining or rebasing of dentures. Each service is covered once every 24 months
- c) Emergency examination, sedative dressing, susceptibility and pulp tests
- d) Periapical, occlusal, intraoral, extraoral films for basic procedures
- e) Passive space maintainers for missing primary teeth for children under age 16
- f) Basic restorative fillings (local anaesthesia only)
- g) Extraction of erupted or unerupted teeth including removal of residual roots, removal of lesions, tumors, cysts or abscesses, repair of fractures and dislocation sustained from accidental injury (local anaesthesia only)

BASIC ENDODONTIC AND PERIODONTAL SERVICES

The following services are covered and all costs are subject to the coinsurance provisions outlined in the Schedule of Benefits:

Basic Endodontic Services:

- a) smoothing, pulp capping and pulpotomy
- b) Emergency pulpotomy as a separate procedure
- c) Pulp mummification, bleaching of the treated tooth and tests for bacterial status

Basic Periodontal Services:

- a) Management of acute infections and oral lesions
- b) Desensitization of the tooth surface
- c) Scaling and root planing limited to 3 units of time per calendar year

MAJOR DENTAL SERVICES

The following major restorative services are covered and all costs are subject to coinsurance provisions outlined in the Schedule of Benefits:

- a) Examination, consultation and study models
- b) Inlays, onlays and crowns of porcelain, metal, preformed stainless steel or acrylic; cast gold or gold foil restorations on back teeth only
- c) Recementation and repair (but not replacement) of existing crowns, inlays, onlays and fixed bridges
- d) Initial construction of fixed bridgework to replace one or more natural teeth extracted while you are insured under the plan
- e) Extension of existing fixed bridgework to replace one or more natural teeth extracted while you are insured under the plan, allowable once in a 24 month period
- f) Replacement of fixed bridgework provided a Treatment Plan is submitted prior to commencement of treatment and that the bridge to be replaced is at least 5 years old and cannot be restored to normal function
- g) Initial construction and installation of partial or complete removable dentures (excluding transitional and over-dentures) provided the natural teeth replaced were extracted while you were insured under the plan and you have been insured under the plan for 12 months
- h) Replacement of existing partial or complete dentures, when the existing denture is at least 5 years old and cannot be made serviceable, provided you have been insured under the plan for 12 months
- i) Additions to removable partial dentures allowable once in a 24 month period, provided the addition is required to replace one or more natural teeth extracted while you are insured under the plan
- j) Conditioning of tissue and equilibration in connection with denture repair allowable once in a 24 month period
- k) Selected oral surgery including general anaesthesia and post-surgical treatment
- l) Diagnostic laboratory procedures

Extended Endodontic Services:

- a) Complete root canal therapy on adult teeth only
- b) Root resection, root amputation and reimplantation
- c) Insertion of dentogenic media

Extended Periodontal Services:

- a) Selected periodontal surgery and periodontal appliances
- b) Diagnostic laboratory procedures in connection with periodontal surgery
- c) Post-surgical treatment and application of dressings

ORTHODONTIC SERVICES

Covered expenses include charges for treatment, services and appliances required in connection with the correction of malocclusions of a dependent child who is at least six years but less than 18 years of age when treatment commences.

The following conditions apply:

- a) A Treatment Plan **must** be submitted **before** beginning any course of Orthodontic treatment
- b) Reimbursements for Orthodontic services are subject to a lifetime maximum for each insured child as outlined in the Schedule of Benefits
- c) the initial payment will be the lesser of 50% of the initial deposit required, or 25% of the insured cost of the course treatment. Subsequent payments are made quarterly upon receipt of a claim form and receipts
- d) If you are a late entrant into the plan, you will not be eligible for Orthodontic Service benefits rendered within 24 months of the effective date of your insurance
- e) After you cease to be insured, there is a 90 day extension of coverage for your covered expenses where North American Life had commenced payment for a series of Orthodontic treatment.

EXTENSION OF COVERAGE

Normally benefits are not payable for covered expenses incurred after an employee ceases to be insured. In certain circumstances insurance coverage will be extended beyond the date of termination of insurance.

There is a 31 day extension coverage for:

- a) Dentures, where the impression has been taken
- b) Dental restoration (crowns and bridges), for which the tooth had been prepared
- c) Root canal therapy, where the pulp chamber had been opened

Coverage under the plan will be extended for 90 days for:

- a) Any covered expense if you were totally disabled but not beyond the date you become a member of another group plan
- b) Covered expenses incurred on behalf of insured dependents if insurance ceased due to your death, provided a Treatment Plan had been filed and treatment had commenced
- c) Covered expenses incurred due to accidental dental injury to insured dependent children, if treatment was deferred due to the child's age
- d) Covered expenses where payments had commenced for a series of approved orthodontic treatment

CLAIMS

BEFORE YOU VISIT YOUR DENTIST obtain from the Personnel Department the appropriate claim form and take the form to the dentist. The dentist will complete his section of the form, itemizing the work done and the related charges. You must then complete your portion of the claim form and return it to the Personnel Department for processing. It is important that you take this booklet to the dentist as it outlines the treatment and services covered under this plan.

SICK LEAVE

Regular employees are eligible to receive full pay for the first 30 calendar days of illness or injury. If disability exceeds 30 calendar days you must make application through the Personnel Department for Full Term Disability. For details on your level of coverage refer to the Schedule of Benefits.

PENSION

College Pension — All full time faculty and senior administrative staff are eligible to join. Membership is compulsory for administrative staff. However, faculty may apply to be exempted if application is made within 30 days of appointment.

Municipal Superannuation Pension Plan — All regular full time staff are required to join this plan. If you are 18 years of age or over and 15 years or more under retirement age you are automatically a member of the Plan.

EMPLOYMENT OPPORTUNITIES

All faculty and staff vacancies are advertised internally on campus noticeboards and, when time permits, in the Kwantlen Newsletter. Please refer to the relevant Collective Agreement for details on promotions, staff changes, and selection procedures.

CAREER & PROFESSIONAL DEVELOPMENT

The College provides funds for approved professional development, education and training activities to encourage employees to remain current and to upgrade their qualifications and further their education toward future career opportunities and professional advancement. Specifics are available in your Collective Agreement.

EMPLOYEE ASSISTANCE PROGRAM

The College utilizes the services of Interlock, an independent, coordinating organization to provide free confidential assistance to you in order to help resolve difficulties that affect your ability to work or personal life.

To receive private assistance with personal problems of any kind such as physical, mental emotional illness, marriage, family difficulties, financial, legal, alcohol, drug abuse, or other concerns call your Interlock Coordinator, Barbara Hackett at 293-1871.

LIBRARY

All library services are available to Kwantlen College employees. Handouts describing the variety of services are available at each campus library. All regular employees of the College receive an annual borrowers card with their August paycheck. New employees packages contain an application for a library card. Application may also be made at any campus library.

BOOKSTORE

The Bookstore, a service element of Kwantlen College, is owned and operated by the College.

We have two Bookstore locations to serve you. The main Bookstore, located on the Surrey campus, is open Monday to Thursday from 8:30 am to 8:30 pm and Friday from 8:30 am to 4:30 pm. Richmond campus Bookstore is open Monday to Friday from 8:30 am to 4:30 pm.

In addition to carrying the required textbooks, the Bookstore also has a complete stock of current best-sellers, classics and many reference titles, paper and pen supplies, art supplies and imprinted items. We accept special orders for items we do not stock.

As staff and faculty, you may sign out office supplies you require to perform your duties at either Bookstore location. Personal charge accounts are not permitted at the Bookstore, however, personal checks, Visa and MasterCard are accepted.

LIABILITY INSURANCE

The College maintains Liability Insurance to indemnify employees against judgements arising out of actions brought against them while acting in the normal course of their employment.

PRESS RELEASES

The Public Information Office, and the senior management of the College handle all press releases involving College Policy.

CHANGES IN PERSONAL STATUS

It is most important to notify the Personnel Department of any changes in your personal status. This includes changes of address, telephone number, beneficiary, marital status, or number of dependents. Please telephone or write the Personnel Department to ensure that benefit plans are kept up-to-date.

KWANTLEN NEWSLETTER

The Public Information Office publishes a College-wide newsletter at regular intervals throughout the year. It includes employment opportunities through the College as well as timely and informative items on current events, policy, and procedures.

UNION REPRESENTATION

If you hold a faculty or staff position at the College, you will be represented by either Douglas & Kwantlen Faculty Association or the British Columbia Government Employees Union.

HOURS OF OPERATION

The campuses operate five days a week on an extended day from 8 a.m. to 10:30 p.m. Normal business hours are from 8:30 a.m. to 4:30 p.m. although some departments operate on a modified work week schedule.

VACATION ENTITLEMENT

The College provides paid vacation entitlement as outlined in the appropriate Collective Agreement/Policy. For administrators and faculty the vacation year is from September 1st to August 31st. For staff, the vacation year is from January 1st to December 31st.

LEAVE FOR COURT APPEARANCES

Employees who serve as jurors or witnesses are entitled to paid leave on the understanding that any monies received from the Court be remitted to the College.

MATERNITY LEAVE

Employees may request leave of absence from work without pay consistent with the Employment Standards Act of British Columbia, Part 7, Maternity Leave, which states:

- “(1) An employee, on her written request supported by a certificate of a medical practitioner stating that the employee is pregnant and estimating the probable date of birth of the child, is entitled to a leave of absence from work, without pay, for a period of 18 consecutive weeks or a shorter period the employee requests, commencing 11 weeks immediately before the estimated date of birth or a later time the employee requests.
- (2) Regardless of the date of commencement of the leave of absence taken under subsection (1), the leave shall not end before the expiration of 6 weeks following the actual date of birth of the child unless the employee requests a shorter period.
- (3) A request for a shorter period under subsection (2) must be given in writing to the employer at least one week before the date that the employee indicates she intends to return to work and the employee must furnish the employer with a certificate of a medical practitioner stating that the employee is able to resume work.”

For information on extended maternity leave, paternity leave, or adoption leave consult your Collective Agreement.

The College continues to pay its share of medical benefits during a maternity leave when the employee elects to continue coverage. If the employee elects to continue contributions to the pension plan, then the College will also continue to pay its contributions.

LEAVES OF ABSENCE WITHOUT PAY

Provisions addressing leaves of absence exist in the Collective Agreement/Policy which govern your working conditions and benefits. Please refer to the appropriate document for specific information.

FIRST AID FACILITIES

First aid facilities, staffed by certified personnel in keeping with WCB regulations, are provided on each campus. First Aid Attendants are readily accessible to employees during normal business hours. The Attendants are qualified to make the decision whether an injured employee should be transported to a hospital or other place for medical treatment.

PROCEDURES IN CASE OF AN ACCIDENT

In case of accident or injury requiring medical attention, a First Aid Attendant should be contacted by dialing "0".

Any accident which results in first aid or medical treatment must be immediately reported by the injured person to his or her supervisor.

PROCEDURES IN CASE OF FIRE

1. Sound Fire Alarm
2. Close Windows and Doors
3. Vacate Building

Re-entry to the building should only occur when the Fire Department indicates the premises are safe.

WORKERS' COMPENSATION BOARD

Under the Workers' Compensation Act you are entitled to compensation if you suffer an injury caused by an accident arising out of and in the course of your work. Wage loss payments are related to earnings and dependent status.

HEALTH AND SAFETY

The purpose of the College's Health and Safety Program is to prevent injuries, accidents, and industrial disease that may arise during the course of employment as a result of unsafe or harmful conditions or acts.

The College assumes responsibility for the adequate direction and instruction of employees in the safe performance of their duties.

It is the employee's responsibility to report any unsafe or harmful conditions or acts to their supervisor.

PAYCHECKS

If you belong to the Faculty Association or the British Columbia Government Employees Union, the rate at which you are paid is determined through the bargaining process. **Regular faculty and administrators** are paid three working days before month end. **Contract faculty** are paid monthly, but as the dates vary at the beginning and end of each semester, you are advised to contact the Payroll Department on Newton Campus for an exact listing of pay dates.

Full time, part time and auxiliary **staff** are paid on alternate Fridays.

Deductions such as Income Tax, Canada Pension Plan, and Unemployment Insurance are required by law. Membership in various benefit plans, many of which are compulsory, account for other deductions.

If you have any questions concerning the pay you receive or the deductions made, you should consult your supervisor or the Payroll Department.

DIRECT DEPOSIT

At any time during your employment, you may elect to have your check deposited directly in your bank, trust company, or credit union account. A statement of your earnings will be forwarded to you on your regular pay date.

The direct deposit application form may be obtained from the Personnel Department.

ATTENDANCE

Recognizing that the College's prime objective is to provide educational services to students it is important that employees attend and commence work as scheduled. Any employee unable to report to work at the scheduled time should advise his/her administrator, or designate, as far in advance as possible in order that arrangements can be made for a replacement or the class/work rescheduled or cancelled.

PERFORMANCE APPRAISAL

The performance of all employees is regularly evaluated both during the probationary period, and subsequently. Further information will be provided by your administrator.

GENERAL HOLIDAYS

Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Eve
Canada Day	Christmas Day
British Columbia Day	Boxing Day
Labour Day	New Year's Eve
	New Year's Day

MILEAGE

When employees are required to use their own vehicles for College business they are reimbursed according to the rate specified in the Collective Agreement.

RETIREMENT POLICY

All regular employees of the College are subject to compulsory retirement at the age of 65. Faculty members may remain in their position until August 31st following their 65th birthday, administrative staff until December 31st following their 65th birthday, and staff until the end of the month of their 65th birthday.

TERMINATION

When you leave Kwantlen College your benefit plans sponsored by the College will terminate as follows:

1. **MSP** — Coverage terminates on the last day of the month of employment. After that, it is your responsibility to obtain alternate coverage.

Dental, EHC — Coverage terminates on the last day of the month of employment.

LTD — Coverage terminates on the last day of employment or the date of attainment of age 65.

Life, AD & D — Coverage is cancelled on the date of termination. However, the Life portion of the insurance which was in force on the date of cancellation will be paid to the nominated beneficiary if the employee dies within 31 days of cancellation.

Further, within 31 days following the date of termination, you may, upon application to North American Life Insurance Company, convert your Group Life Insurance to an Individual Life Insurance Policy without being required to submit evidence of insurability. Please contact the Personnel Department for additional details.

2. **Pension** — You may elect to:

- (a) Apply for a refund of your contributions, plus interest, or
- (b) leave your contributions on deposit and eventually obtain a deferred pension benefit, or
- (c) apply for a pension if you are 55 years of age and have a minimum of 10 years contributory service, or are 60 years of age and have completed less than 10 years contributory service.

Please refer to the Pension Booklets, distributed by the Personnel Department, for additional details.

3. **Vacation Pay** — Vacation entitlement earned prior to termination is paid out to all regular employees upon termination, except where 4 months' notice is not given by a faculty member, then the College is not obligated to pay more than 4% vacation pay.
4. **U.I.C.** — If you have made UIC contributions for the required qualifying period, you may be eligible for UIC benefits which vary according to your earnings and dependent status. Please contact your nearest Employment and Immigration Office for details.