

STAFF (BCGEU) – EDUCATIONAL OPPORTUNITIES

Did you know you may be eligible for the following educational opportunities at Douglas College?

1. Access to courses through Douglas Development. Bulletins are sent to all employees on a regular basis and are available in the plexiglass holders in the 2300 area. These bulletins outline the upcoming Douglas Development activities. This information is also available on the Douglas Development website (<http://www.development.douglas.bc.ca>). Everyone is welcome **but** permission to attend sessions during normal working hours **must** be obtained from your department administrator.
2. Access to courses/workshops through the Education & Training Fund – Article 21.4, Professional Development for Specialized Positions – Article 21.10. Applicable for **regular** employees only.
3. Access to credit courses at Douglas College
 - a) **Regular** staff – Article 21.6 – College Study Benefits
An employee with one (1) or more years of service seniority shall be entitled to take two (2) College credit courses or the equivalent P.L.A. credits pr semester, without payment of the tuition fee, outside the employees' normal working hours. If such courses are only offered during regular working hours, permission **may** be obtained from the administrator provided that arrangements are made to make up time absent at no expense to the College. Reimbursement for required textbooks for these courses may be applied for through Education & Training – Article 21.4.
 - b) **Auxiliary** staff – Article 33.11 – College Study benefits
A current auxiliary employee with one (1) or more years of full time equivalent service seniority, (261 days) shall be entitled to take one (1) college credit course per semester, without payment of the tuition fee, outside the employees' normal working hours.
 - c) The “application for admission fee” to the College will be waived by the Office of the Registrar for those employees who qualify under Article 21.6 and Article 33.11.

- d) Please contact Employee Relations for verification as to whether you qualify under Article 21.6 or Article 33.11 and to request a waiver for the admission fee.
 - e) For those **regular** employees who do not qualify under Article 21.6, application for funding may be made in accordance with Article 21.4 and subject to the applicable guidelines.
- 4. Access to courses/workshops through department funding
 - 5. Access to Continuing Education courses
 - a) Employees may register for CE courses at any time by paying full fees.
 - b) Subject to the applicable guidelines, **regular** employees may apply for funding in accordance with Article 21.4.
 - 6. Knowledge and Skills Development Committee – Article 21.8
A committee develops and facilitates workshops for employees for a 'one day' event. All **regular** employees are eligible to attend. **Posted auxiliary** employees may attend with the permission of their Administrator. All other auxiliary employees are welcome to attend on their own time.
 - 7. Douglas College Professional Development Day
This event is held every two years in February and is sponsored by Education Council. All Douglas College employees are eligible to attend. Normal College operations will resume for evening classes.
 - 8. Post Secondary Support Staff Conference
This event is held in June of each year and hosted by various Post Secondary Institutions throughout the lower mainland. Funding is sponsored by Employee Relations. **Regular** employees must make application to attend and preference is given to those who have not previously attended. A variety of professional and personal workshops are offered.

Revised & Approved at LMRC: December 15, 2005