

**Douglas College Guidelines for Faculty Pay Deductions  
And Determination of Make-up Classes  
During BCGEU Labour Dispute**

The following practices will apply to faculty during a BCGEU labour dispute:

1. Faculty who were scheduled to teach and did not teach a class or classes will be deducted pay for the class(es) missed.
2. Faculty who were scheduled to teach at an off-site location during the dispute and who fulfilled that teaching obligation will suffer no loss of pay.
3. Pay deductions will be calculated based on the following calculation: Annual salary divided by 260 days (52 weeks x 5 days per week) = daily rate.
4. It is anticipated that it will be necessary to extend the semester to provide time for make-up of missed classes. Determination of the need to extend the semester will be made at a later date. In the event that an extended semester is deemed necessary, extended semester dates will be officially set by the Registration Office and communicated to faculty. Faculty will be compensated for instruction of make-up classes that are scheduled during the official extended semester timeframe and with the approval of their Dean.
5. Faculty are advised to not schedule make-up classes outside of an officially designated extended semester timeframe. If faculty believe there are extenuating circumstances that warrant an exception to this policy, they must obtain approval for the exception from the responsible Dean/Director. Make-up classes will not be considered for payment at this time. All compensation for make-up classes will be reconciled after completion of the semester.
6. Faculty who were not pre-scheduled to teach during a labour disruption, and who have to perform work at another location or at home, must first discuss the work in question with the responsible Dean/Director. With the approval of the Dean/Director, in cases where faculty are performing required, scheduled work, the faculty will be paid for that work.
7. The reading break that was scheduled for February 7, 8 and 9, 2005 has been cancelled. Faculty who are scheduled, during the semester, to teach on Monday and/or Tuesday, and/or Wednesday will be expected to teach their Monday, Tuesday, and/or Wednesday classes on February 7, 8 and 9, 2005.
8. At the end of the semester, faculty who have taught more classes than they would normally have taught in the semester, had there not been a labour dispute, will be paid for those classes.
9. Faculty who teach make up classes at the end of the term will be paid for any classes over and above the number of classes they would normally have taught, had there not been a labour dispute.

Faculty who require clarification on these guidelines or who have questions about their pay and/or make up classes, should direct their requests for information to the responsible Dean/Director.