

From the President & Vice President:

# Hitting the Ground Running

Welcome back! We hope everyone had a chance to unwind and enjoy the beautiful weather we had this summer.

Like many of you, we have been busy preparing for the 2013/14 year. Throughout the year we will be working on:

- Connecting with our members
- Maximizing the value of our current Collective Agreement
- Preparing for the next round of bargaining
- Empowering our departments through a Departmental Rights and Responsibilities (DRR) initiative
- Developing a more engaging and interactive website
- Creating videos to show the world the excellent work that our members do
- Building a good relationship with BCIT's new President once selected

We would really like to meet with individual departments this year. Please invite us to a departmental meeting in the fall and get us on the agenda. Some topics we would like to discuss with you are the role and value of Tech

Reps and how DRR can strengthen your department and support your work. As we move into our last year of the Collective Agreement, department meetings are also a great opportunity to discuss the process we will be using to prepare for the next round of bargaining.

This September, the FSA Board of Directors is setting aside four dates to hear from you, our members. Drop by The Rix for coffee or tea (on us!) - dates/times below - and share with us what is on your mind as you start off the new year.

Teresa Place, President (ext. 7558)  
 Silvia Raschke, Vice President (ext. 7597)



## Let's Connect: The FSA Board Wants to Meet You!

Join us at The Rix (SE2) to meet your FSA President and members of the Board. Stop by for a tea or coffee and talk to us about what matters to you as an FSA member!

- Thurs, Sept 12, 10 - 11:30am
- Tues, Sept 17, 1 - 2:30pm
- Tues, Sept 24, 5 - 6:30pm
- Thurs, Sept 26, 5 - 6:30pm

## What's INSIDE

Five Things to Remember from your Labour Relations Team	2
Annual Selection of FSA Tech Reps	3
Join Your Collective Agreement Committee (CAC)	4
CAC Expression of Interest Form	5
FSA Staff Update	6
FSA Executive & Staff Team	6
FSA General Meeting Dates	6

# Five Things to Remember from your Labour Relations Team

By *Christine Nagy*  
*Labour Relations Representative*

The start of a new term is a busy time for everyone. We've put together a list of five items that we hope will serve as a reminder of some of your rights as an FSA member.



## 1. Check your Pay Statement

Were you recently elected to perform the role of Program Head or Coordinator under Article (Art) 5.2.4? You may be entitled to the Administrative Allowance (Art 15.6).

Did you complete a degree, a diploma, or receive a new certification over the summer? You may qualify for a step increase (Arts 11.3.7, 11.5.5, 11.7.4), or the qualification differential (Art 15.16).

Do you have an annual increment date of October 1st? If so, review your salary step (Art 15) after Oct 1st to ensure you advanced (Arts 11.3.1, 11.5.1, 11.7.1).

## 2. Check your Vacation Bank

What's the balance of your vacation leave bank?

Art 9.2.7.1 provides the right to automatically carry over a maximum of 10 working days of vacation leave accumulated in one year for use in a subsequent year.

If you were unable to take all or part of your scheduled vacation leave, and it's not possible to reschedule or carry over the vacation pursuant to Art 9.2.7, then you need your manager's authorization for those days to be paid out (Art 9.2.7.6). However, pursuant to Art 9.2.7.4, and with your department's written permission, an employee with up to 19 years of service can carry an additional five days, and an employee with 20 or more years of service can carry one more additional day.

## 3. Workload & Hours of Work

The Fall Term is underway, and you've got your workload assignment.

Arts 8.2, 8.3 & 8.4 describe the workload hours for all classifications. Check to ensure you have the correct number of assigned student contact hours (Arts 8.2.5 & 8.3.2).

Departmental workload assignment and dispute processes are outlined in

Arts 8.8 & 8.9. The agreed upon hours of work are Monday through Friday between 8:30 a.m. and 5:30 p.m. (Art 8.1.1). Any scheduling of hours outside this time requires mutual agreement between the FSA, the Employee, and BCIT.

## 4. Professional Development Leave

Typically every fall the various PD Leave Committees send out their Calls for Applications for PD leave. The Committees convene meetings shortly thereafter to review and approve applications for leaves commencing October through March/April of the following year. Keep your knowledge current and relevant – consider a PD leave!

## 5. Annual Tech Rep Selection

Have you ever considered learning more about your Union? Have you ever wanted to be more involved?

The FSA invites you to represent your department by serving a one-year term as a Tech Rep. Additional details on becoming a Tech Rep are in this newsletter and posted on our website.

## Welcome Back!

For any labour relations issues please contact the FSA office at [fsa@bcit.ca](mailto:fsa@bcit.ca) or 604.432.8695

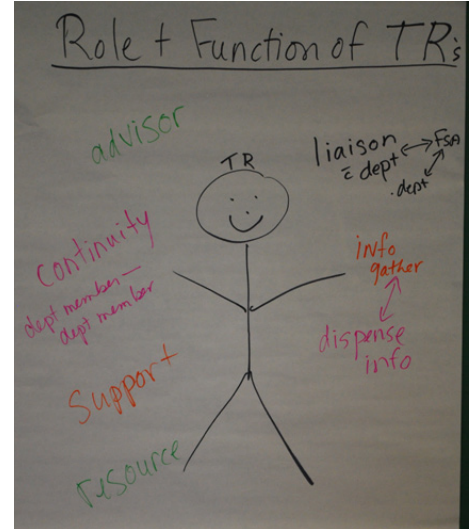
## Next FSA General Meeting

# FSA General Meeting

Wednesday, October 30, 2:30 - 4:20 p.m. - Town Square A&B

# Annual Selection of FSA Tech Reps

The summer may be ending but the chance to represent your Department as an FSA Tech Rep (TR) is just one of the many reasons to look forward to the 2013/14 year. Tech Reps are a vital part of the FSA community in facilitating communication between the FSA and our members, offering a departmental perspective for the Association’s work, and providing input on major issues for collective bargaining.



- the FSA and our members
- Gather and report on Department members’ feedback on FSA policy issues
- Provide input on major issues relating to Collective Bargaining

## Selecting Your Department’s Tech Rep

- It is you – the FSA members – who get to select your Department’s Tech Rep each year.
- The FSA requests that Departments begin to plan when and how they will select (i.e. via email, department meeting, etc.) their Department’s Tech Rep and Alternate Tech Rep(s).
- Each Department should have at least one Tech Rep and we encourage you to have at least one Alternate Tech Rep.
- The Tech Rep role in your Department carries a one year term from October 1st - September 30th. Each year your Department can decide to renew the incumbent for another term or choose someone new.

The FSA encourages new members and past Tech Reps to volunteer for these roles. Rotation of these roles through your Department will result in a more engaged membership. Those interested should familiarize yourself with the role, as described below, and by speaking with your current TR, Alternate TR or an FSA Board Member.

### Tech Rep Role

Your Department should include the work associated with being the Tech Rep or Alternate Tech Rep in your Departmental work loading plan.

Tech Reps are expected to:

- Attend monthly meetings during the Wednesday three-hour break provided for in the Collective Agreement
- Facilitate communication between

## Once Selections are Complete

### First Step: Notify the FSA!

Once a Tech Rep and alternates have been selected for your Departments, please let us know who will be fulfilling the role(s). Having an updated list helps the FSA to ensure that Tech Reps stay informed and are well resourced in this important role.

Take a moment to update us at:

[fsa@bcit.ca](mailto:fsa@bcit.ca)

### Second Step: Attend the TR Meetings!

TR meetings are the 2nd Wednesday of the month (2:30-4:20pm) with no meeting in December and the March 2014 meeting on the 1st Wednesday.

If you have any questions, please contact Teresa Place, FSA President:

[Teresa.Place@bcit.ca](mailto:Teresa.Place@bcit.ca)

## Tech Rep Meetings

# Next Meeting:

**Wednesday, September 11, 2:30 - 4:20 p.m. SW1-2030**

# Join your Collective Agreement Committee (CAC)



The latest FSA-BCIT Collective Agreement isn't even printed yet and already we are gearing up for the next round of bargaining. We could be back at the table as early as February 2014 so we're calling out now for members to join the Collective Agreement Committee (CAC).

## What is the CAC?

The CAC provides recommendations to the Board and the bargaining team on matters affecting FSA Collective Bargaining with BCIT.

This includes, but is not limited to, guiding consultation with FSA members on proposal development, setting bargaining priorities, considering strategies and tactics for the bargaining process, and nominating members for the bargaining team.

## Who is the CAC?

The CAC is a committee of FSA members – that's you!

There are a maximum of nine committee members appointed by the Board, with a plurality of the members being current Directors on the Board. The President of the Board will be a member and the Executive Director will be an ex-officio member.

Up to four additional FSA members will be appointed to the CAC by the Board. CAC selection is for one round of bargaining.

The members of the CAC shall be chosen to represent, as much as possible, a cross section of the FSA membership striving to be as inclusive as possible.

## What is required if I am selected?

- To meet as needed to prepare for bargaining
- To consult with members (or a sub-set of the membership or specific constituencies), as broadly as possible concerning issues related to collective bargaining and negotiation
- Obtain information from the membership, constituencies, comparable bargaining units, industry and other sources that may impact bargaining
- Potentially sit on the bargaining team

## Important Dates

- Expressions of Interest (EOIs) due at Noon on September 16, 2013
- Selection of CAC members at FSA board meeting on September 18, 2013
- First meeting of CAC in late September 2013 – Date TBD

## Interested in joining the CAC?

Great! Please submit an EOI (form provided on pg. 5 of this newsletter and on our website) by *Noon on September 16, 2013*. If you have any questions, please contact Teresa Place, FSA President: [Teresa.Place@bcit.ca](mailto:Teresa.Place@bcit.ca)

## Collective Agreement Committee

### Expressions of Interest (EOI)

Form available on the following page or online:

[www.bcitfsa.ca/2013CACcallout](http://www.bcitfsa.ca/2013CACcallout)

**Due: Noon, September 16, 2013**

## Expression of Interest: Collective Agreement Committee

Due, Noon, September 16, 2013

Please submit the following information via email, fax, or mail:

An electronic version of this form is available at [www.bcitfsa.ca/2013CACcallout](http://www.bcitfsa.ca/2013CACcallout)

E-mail: [fsa@bcit.ca](mailto:fsa@bcit.ca)

Fax: 604.432.8348

Office: SE 16-116, 3700 Willingdon, Burnaby, BC, V5G 3H2

Full Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

School: \_\_\_\_\_

Program: \_\_\_\_\_

Employment Category(s)

*(check all that apply)*

- Instructor
- Non-Teaching Faculty
- Assistant Instructor
- Technical Staff
- Systems Analyst
- Research
- Auxiliary (PTS)
- Other \_\_\_\_\_

*The board will be selecting members for the CAC that represent the diversity of the membership and are able to carry out consultation on bargaining proposals and to advise the board and bargaining team with regards to strategy.*

Is there anything else you want the FSA Board to know when considering you for the CAC? *No more than 1-2 paragraphs please.*

## A New Addition to the FSA Staff Team

We are pleased to announce that Kyla Epstein has joined us as the FSA's Member Engagement Officer. Kyla comes to us from CoDevelopment Canada, a union-supported NGO working for social change and global education in the Americas, where she spent over seven years working first as Administrative Director and more recently as Communications and Development Director. She's also a Trustee of the Vancouver Public Library and is involved in many other community organizations as a board member and volunteer. Kyla is responsible for supporting the FSA's strategic priority of Member Engagement. Be sure to introduce yourself to Kyla next time you're in the FSA office or if you see her lost on campus!



## The BCIT Faculty and Staff Association Team



### Executive Committee

- Teresa Place, President
- Silvia Raschke, Vice-President
- Steve Finn, Treasurer
- Taco Niet, Recording Secretary
- Alistair Calder, Director-at-Large
- Derik Joseph, Director-at-Large
- Shannon Kelly, Director-at-Large
- Joe Newton, Director-at-Large
- Kathryn Stewart, Director-at-Large
- James Rutledge, Director, Associate Members
- Amy Fell, Past President

### Staff Members

- Paul Reniers, Executive Director
- Heather Neun, Senior Labour Relations Representative
- Christine Nagy, Labour Relations Representative
- Tess Rebitt, Labour Relations Representative
- Sascha Swartz, Labour Relations Administrative Analyst
- Kyla Epstein, Member Engagement Officer
- Maria Angerilli, Executive Assistant
- Marian Ciccone, Office Assistant

### Contact Us

Phone: 604.432.8695  
 Fax: 604.432.8348  
 E-mail: [fsa@bcit.ca](mailto:fsa@bcit.ca)  
 Web: [www.bcitfsa.ca](http://www.bcitfsa.ca)  
 Twitter: @bcitfsa  
 SE 16-116  
 3700 Willingdon  
 Burnaby, BC V5G 3H2

## FSA General Membership Meetings

Join us at an FSA general meeting this year. All members are invited and have the right to participate and vote on matters that are important to you. General Meetings, including the October AGM, are held in Town Square A&B, SE2-212 at 2:30 – 4:30pm.

- AGM: Wednesday, October 30, 2013
- GM: Wednesday, January 22, 2014
- GM: Wednesday, April 23, 2014

The FSA Tech Reps and Board of Directors also meet on a regular basis. To find out how to get more involved as a TR or board member please contact the FSA President, Teresa Place at: [Teresa\\_Place@bcit.ca](mailto:Teresa_Place@bcit.ca)