

## 1.5.5 Release Time

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1. The principal purpose of the FSA Release Time Policy is to provide members time free of regular FSA bargaining unit duties so that they can devote time to the work of the FSA, as permitted in the BCIT-FSA Collective Agreement Article 2.1.6 Release Time for Union Activity. Typical activities warranting release time are:
  - 1.1. performing duties of Elected Officers (by-law part 9) and FSA Board of Directors (Board) appointed positions, such as Chief Negotiator;
  - 1.2. participating in other business in connection with matters affecting members of the Union, including attending conferences, conventions, or other events on behalf of the Union; and
  - 1.3. participating in collective bargaining negotiation sessions.
2. Except for 1.3, release time requests must be submitted using the *Release Time Request Report to the Board* (Appendix) for approval by the Board in advance of the commencement of the release time.
  - 2.1. For members released under 1.1 and requesting 0.50 FTE or greater release time, approval shall be granted for one academic term at a time for the first year in the position.
  - 2.2. Incumbents to Elected Officer positions or other Board appointed positions may be granted release time for longer than one academic term, but not to exceed the term of their position.
3. Elected Officers and other Board appointed positions on 0.50 FTE or greater release time shall be:
  - 3.1. required to provide regular reports to the Board on their activities.
  - 3.2. subject to a terms and conditions agreement for their release time which shall contemplate by-law 6.7, include a description of duties, hours of work, and expectations of working as part of the FSA office collective.
4. Members on release performing typical duties of FSA staff, in full or in part, are deemed an FSA employee and shall:
  - 4.1. be subject to by-law 8.6.
  - 4.2. report to the Executive Director or designate.

- 4.3. be subject to a terms and conditions agreement for their release time, which shall include a description of duties, hours of work, and expectations of working as part of the FSA office collective.
5. Members on release not covered by 3.0 or 4.0 of this policy:
  - 5.1. shall report to the President or designate.
  - 5.2. may be required to provide regular reports (or similar) on their activities to the Board and/or for publication by the FSA.
6. Release time is not guaranteed and may be revoked due to operational requirements at any time.
  - 6.1. Where release time is granted under 3.0, release time may be revoked with 60 days notice by a resolution endorsed by 75% of the board.
  - 6.2. Where a release time is granted under 4.0, release time may be revoked with 60 days notice by recommendation from the Executive Director and approval by the Board.

## Revision History

Date	Revision (Brief description)
June 2024	New policy approved by the board.