



Policy:	O-5.1
Approved By:	College Executive Team
Approval Date:	February 25, 2004
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

EMPLOYEE EXCHANGE

Purpose / Rationale

The purpose of this policy is to establish consistent guidelines that facilitate exchange opportunities involving Camosun College employees.

Scope / Limits

1. This policy applies to employees of Camosun College.
2. This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

Principles

1. Camosun College is committed to providing the opportunity for staff, faculty, and administrators to engage in employee exchanges.
2. Employee exchanges are valuable experiences for both the employee involved and the college as they provide the opportunity for new learning, new challenges, and new perspectives.
3. Exchange opportunities will normally be cost neutral to Camosun College.
4. It is expected that employees on exchange will return to the College upon completion of the exchange period and that as much notice as possible will be provided in situations where the employee determines not to return to work.

A. PROCEDURES

1. Eligibility Requirements for Outgoing Participants

College employees must have written approval of their Dean / Director to participate in an exchange. Proposals will not be unreasonably denied.

2. Eligibility Requirements for Incoming Participants

The College must be satisfied that the incoming applicant will be able to perform the duties and responsibilities of the position specified in the exchange opportunity.

B. GUIDELINES GOVERNING THE EXCHANGE PERIOD

1. Outgoing Participants

- a) The length of the exchange will not normally exceed one year. The exchange may be extended to a maximum of two years with the approval of the President or delegate.
- b) The College will continue to pay the regular salary, less normal deductions, and benefits, subject to the terms and conditions of employment and/or collective agreement provisions.
- c) Seniority and all benefits attributable to length of service will continue to accrue during the exchange period.

2. Incoming Participants

- a) Camosun College will not be responsible for paying the regular salary and benefits of employees coming to Camosun College on an exchange basis.
- b) Incoming exchange employees will be expected to adhere to the College's *Standards of Conduct* policy (see link) while working at Camosun College.
- c) The College will provide incoming participants the same access to opportunities and resources as it does for its own employees unless stated as an exemption in the Memorandum of Agreement (see below).

3. Cost of Living Adjustments

The College recognizes that in some instances, there may be a significant cost of living difference between an individual's home location and the location of the host institution. Except in exceptional circumstances, adjustments will not be paid by Camosun College to Camosun employees undertaking exchanges. Further, Camosun College is not responsible for any cost of living adjustments that may be incurred by an employee coming to Camosun from another institution.

4. Memorandum of Agreement

The assignments, obligations, and other understandings for any exchange participant will be detailed in a Memorandum of Agreement which must be signed by the President or designate.

5. Interpretation

Questions of interpretation of this policy or procedures will be referred to the Executive Director, Human Resources.

C. COLLECTIVE AGREEMENT REFERENCES

BCGEU Collective Agreement Article 10.1(e)

CCFA Collective Agreement Article 2.02, 10.03

CCFA Local Agreement Article 7.10

D. LINK TO RELATED POLICY

[O-5.11 Standards of Conduct](#)