

# HUMAN RESOURCES

<b>Subject</b>	<b>DISTANCE EDUCATION TUTOR WORK (Vocational)</b> 10.13 Distance Education Courses	
<b>Procedure Section</b>	<b>7 Workload and Work Schedule</b>	
<b>No.</b>	7.10	
<b>Exempt Employment Policy References</b>		
<b>Collective Agreement References</b>	Vocational	Article 8 (Appointment Categories, Clause 8.7 Right of First Refusal) Article 17 (Distance Education Courses)
		ed Learning)

6. In the event that the position cannot be filled by 2, 3 or 4 above or if the work is for longer than six months duration, Continuing Studies will post and advertise the position and a selection committee will be established in accordance with the collective agreement.
7. Once a successful applicant is selected Continuing Studies will complete staffing forms and submit them to Human Resources.
8. Part-time distance education tutors and full-time employees who assume a distance education tutoring assignment are paid in accordance with Article 17 (c) of the BCGEU collective agreement.
9. Regular employees not on leave without pay who receive an appointment in accordance with point 5 above, will not be eligible for any payment in lieu of vacation or benefits. Non-regular employees not in receipt of benefits will receive 10% in lieu of vacation and 4% in lieu of benefits.
10. Employees and former distance education tutors who accept distance education tutoring assignments have no specific rights to receive further assignments. That is, if Continuing Studies decides to offer the program in a subsequent college year, this procedure must be re-initiated.