
Exchange Arrangements Policy

Purpose To set guidelines for the approval and facilitation of exchange arrangements.

Policy Vancouver Community College supports exchange opportunities as an effective means for employees to gain experience elsewhere which will be of benefit to them and to the College. Such arrangements will be cost neutral to the College.

Replacement funds may be accepted by the College in lieu of an incoming participant if the exchange is deemed of sufficient benefit to the College and the employee.

Applies to All permanent employees.

Procedures 1) **Eligibility Requirements:**

Eligible VCC participants must:

- be permanent employees who have been employed with the College for a period of at least two years;
- have the approval of the President or delegate before applying for any exchange.

Eligible incoming participants must:

- be qualified to assume the position of the outgoing participant or another position which VCC believes will be equally beneficial to the College;
- be assessed by the procedures used for hiring new applicants.

3. Rules Governing the Exchange Arrangement

Outgoing Participants:

- The length of the exchange will not exceed one year.
- With the approval of the President, or delegate, the period of leave can be extended to two years.
- The College will continue to pay the regular salary, less normal deductions, and fringe benefits, subject to the terms of the respective health insurance policies.
- Seniority and all benefits attributable to length of service will continue to accrue during the exchange period.
- All rights which would normally apply to employees (e.g. job changes or reduction) will continue to apply to employees on exchange.

Incoming Participants:

- The sending institution will continue their regular salary and fringe benefits.
- Working conditions of Vancouver Community College will govern while on duty at the College.
- 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.

3. 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 delegate.

4. Return From Exchange:

Employees allowed to exchange must return to the College for a period equal to the period of leave.

5. Interpretation

Questions of interpretation or application of this policy or its procedures will be referred to the President, whose decision will be final.

Definitions

Exchange Opportunity

The exchange of an employee with an educational, governmental or business institution outside the College.

Outgoing Participant

The VCC employee leaving his/her present assignment for a temporary exchange.

Incoming Participant

The employee from an outside organization who will be temporarily assigned to Vancouver Community College.

Replaces:

Employee Exchange Policy, October, 1990.

Reference:

VCCFA Collective Agreement

1. Policy Sponsor: President

2. Approvals:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

3. Amendments:

President: _____ Date: _____

Education Council Chair: _____ Date: _____

Operations Council Chair: _____ Date: _____

Board Chair: _____ Date: _____

4. Review Date: