

## HUMAN RESOURCES

<b>Subject</b>	<b>DISTANCE EDUCATION COURSE DEVELOPMENT AND REVISIONS (Vocational )</b>  10.22 Distance Education Course Development (Vocational)
<b>Procedure Section</b>	<b>7 Workload and Work Schedule</b>
<b>No.</b>	7.08
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	Vocational      Article 8 (Appointment Categories), Clause 8.7 Right of First Refusal Appendix B (Training Programs) Appendix A (Wage Scale) BCGEU Com. Agreement      Article 6.6 (Education Technology / Distributed Learning)

5. In the event that the position cannot be filled by 2, 3, and 4 above, Continuing Studies will post and advertise the position and a selection committee will be established in accordance with the collective agreement.
6. The department forwards required information about the appointment to Continuing Studies who is responsible for completing staffing forms and submitting them to Human Resources.
7. Vocational Instructors who are appointed to develop and/or revise distance educational programs listed in Appendix B are paid their regular rate of pay as listed in Appendix A - Wage Scale of the BCGEU Vocational Instructors Collective Agreement.
8. Regular employees not on leave without pay who receive an appointment in accordance with point 5 above, will not be eli