

COMMUNIQUE

To: ALL FACULTY
Date: April 4, 2017
Subject: Suppléance Policy for 2017-2018

The Labour Relations Committee, at its meeting of March 22nd, 2017, agreed to the following policy:

Suppléance Policy

For the 2017-2018 academic year, the College will authorize replacement for an instructor who is absent due to illness, parental responsibility and for reasons outlined in Clause 5-9.00.

No suppléance will be authorized to replace an instructor attending a conference and/or seminar.

Absences of a short-term and a long-term are defined as follows:

A. Short-Term Absence

- 1) Short-term absence is defined as less than ten (10) consecutive working days. The College will authorize the hiring of an hourly-paid instructor (Article 1-2.11) to teach scheduled classes during the absence of the regular instructor.
- 2) Only instructors who have received a favourable recommendation from the Departmental Selection Committee (Article 4-4.00) will be hired.
- 3) In emergency circumstances, **the Dean responsible for the discipline**, in consultation with the Department, will authorize the short-term replacement.

B. Long-Term Absence

- 1) Long-term absence is an absence of more than ten (10) consecutive working days.
- 2) When the College is advised that a regular instructor will be absent for more than ten (10) consecutive working days, the College will proceed by posting to fill the temporary vacancy. During the semester, in accordance with the 2015-2020 Collective Agreement, there will be a posting period of 5 days to replace a teacher on long-term absence.
- 3) Only instructors who have received a favourable recommendation from the Departmental Selection Committee (Article 4-4.00) will be hired.
- 4) The replacement instructor will be remunerated on a part-time basis within guidelines stated in Articles 6-1.00 and 8-6.00 of the current Collective Agreement. This adjustment will be retroactive to the first day that suppléance was authorized. If the teacher is in the position of double employment, he/she will be paid hourly 'chargé de cours'.

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