

August 20, 2020

We have prepared the following FAQ document to guide you during this period of COVID 19 adjustments.

1. Will carry-over of vacation or PD be allowed during this period if I had to use vacation/PD time to make the switch to remote delivery?

Requests for carry-over of vacation and PD days will be allowed under the language in 12.12 (c) and 12.01 (h) (see language below) for all faculty members who had or will have to make the switch to remote delivery since the beginning of the COVID-19 restrictions and until they end. The allowance for carry forward of PD and vacation time shall be considered one way the parties agree collective agreement obligations can be met during this period of Covid-19 restrictions. Program and curriculum development, delivery and revision going forward will be subject to the development of criteria between the parties as per 12.09 (d). Requests shall be submitted in the reporting form customarily used for reporting PD and vacation requests and requesting carry-over.

12.12(c) If the needs of the Employer demand and if the Employer in writing requests him/her to do so, a faculty member may carry over a portion of his/her annual vacation up to a maximum of twenty (20) working days for use in the following year, either separately or continuously with his/her regular annual vacation, as may be agreed between the faculty member and the administrator responsible. Such carryover of vacation shall occur only with the agreement of the faculty member

12.01 (h) If the needs of the Employer demand and if the Employer in writing requests him/her to do so, a faculty member may carry over a portion of his/her annual professional development time up to a maximum of ten (10) working days for use in the following year, at a time to be agreed upon by the faculty member and the administrator responsible. Such carryover of professional development time shall occur only with the agreement of the faculty member.

2. Will I be eligible to receive a T2200 form to deduct work from home expenses during this period?

Requests for a CRA T2200 will be considered under the language in 12.11 Office Space (see language below). Subject to the final parameters required by CRA, such requests will be granted to all eligible faculty members who worked primarily from home during this time.

12.11 All faculty members teaching one-half time or more shall be provided with office space on the campus where the majority of their courses are taught. Further, the Employer will, upon the request of a faculty member, complete Income Tax Form No.T2200 (Declaration of Employment Conditions – Office or Employment Expense).

3. Are additional business expenses incurred during this period eligible for reimbursement?

Requests for general reimbursement of business expenses will be considered under FM5 *Business and Travel Expense Policy* which states that KPU will reimburse approved travel and business-related expenses that are reasonable, properly reported, and comply with the related procedures. For example, approved expenses have included office supplies, small technology items such as microphones and headsets and increased bandwidth charges resulting from KPU work. Please check with your Dean's Office for expense submission procedures.

4. Will collective agreement timelines related to dispute resolution be relaxed during this period?

Any request for variance in timelines in Article 17 will be considered by mutual consent under 17.02 (k) and 17.03 (f). The employer and the KFA have a history of reasonableness in the mutual agreement of extension of timelines and we expect that this will continue in the current environment. The employer is committed to ongoing meetings with the KFA to continue to discuss issues that arise as a result of the changing circumstances presented by COVID-19 and the health orders.

5. Am I covered by WorkSafe BC while working from home during this period?

The home office is considered an extension of the workplace during this time. All WorkSafe BC protections, requirements and regulations will apply as required under article 20.01. If you have any questions or concerns, please contact your Deans Office and the KFA.

20.01 The Union and the Employer agree that regulations made pursuant to the Workers' Compensation Act, the Factory Act or any other statute of the Province of British Columbia pertaining to the safe working environment of faculty members shall be fully complied with.

6. How will Faculty Performance Reviews be affected during this period?

Performance reviews that were due in the Summer 2020 term that are substantially completed will be considered complete. The joint Faculty Performance Review Committee is working on the details of the process for Fall 2020 reviews which will be communicated at a later date.



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