



# NORTHERN LIGHTS COLLEGE

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## Employee Exchange Program

Policy Number:	H-1.05
Category:	Human Resources
Effective Date:	February 1990
Approval Process:	Administration Policies
Approval Date:	June 14, 2016
Date Last Reviewed:	June 14, 2016

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## POLICY

Northern Lights College has established consistent guidelines that facilitates exchange opportunities for employees.

## PURPOSE

To enhance an Employee's career and professional development in relation to ideas and methods of their particular discipline through an exchange program with an outside organization.

## SCOPE

This opportunity applies to full-time, permanent employees of Northern Lights College and will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

## PROCEDURE

Employee exchanges are viewed favourably by the College and will normally be approved so long as there is assurance that the best interests of the College are protected and there is, normally, no additional financial burden placed upon the College.

In support of its commitments to provide development opportunities for faculty and staff, the College will adhere to the following considerations for implementation of a program for employee exchanges.

## Eligibility Requirements

- To be eligible, participants, whether outgoing or incoming applicants, must be full-time, permanent employees (four years, full-time equivalent service) of Northern Lights College.
- Faculty applicants must have the written approval of the Vice President, Research and Academic before applying for an exchange.
- All other employees (support staff and administrators) must have the written approval of their immediate supervisor before applying for an exchange.
- Incoming faculty participants must be approved by the Vice President, Research and Academics as being qualified to instruct in that area. The President will give final approval.

## Number of Exchanges

- The number of exchanges which occur in any given calendar year will be approved by the President or his/her designate and will be based upon the availability of resources and the effect of the exchange(s) upon the teaching and services functions of the College.
- In approving exchanges, regardless of discipline:
  - outgoing participant replaced by an incoming participant in his/her department or

- incoming participant assigned in another specified department / unit or
- incoming participant assigned to any department / unit within the College or
- replacement costs in lieu of an incoming participant, the College must be satisfied that the exchange will not result in a deficit budget position.

**Length of Exchange**

Exchanges may be of any length up to one year duration as agreed to by the home and host institutions and the exchange participant. Exchanges may be extended to a maximum two year limit with the agreement of all parties to the exchange.

**Compensation**

- The College will pay outgoing participants their ongoing salary wage and benefits subject to normal deductions and provisions of the appropriate collective agreement or contract.
- Incoming participants will be paid by the sending institution.

**Rights and Responsibilities**

Incoming participants will be governed in all matters concerning working conditions by the appropriate collective agreement or contract current in the College at the time of the exchange.

**Facilities and Resources**

Incoming exchange participants will be accorded the same opportunities and treatment given to employees of Northern Lights College.

**Housing and Relocation**

The College will provide neither housing nor relocation financial assistance for incoming or outgoing participants. However, where possible, the College will facilitate the removal of impediments to a successful exchange.

**Program Development**

The College will work closely with Centre for Curriculum Development and with the Community College Exchange Program to facilitate the development of a strong exchange program.

**DEFINITIONS**

- Employee – faculty, staff and administrators.
- External Exchange – the exchange of employees with an educational, governmental, non-governmental, or business institution outside of British Columbia.
- Internal Exchange – the exchange of employees within British Columbia
- Outgoing Participant – an employee leaving Northern Lights College for a temporary assignment in another institution.
- Incoming Participant – an employee from an outside institution who has received a temporary assignment at Northern Lights College.

**STAKEHOLDERS**

All employees of Northern Lights College

**RELATED POLICIES AND REFERENCES**

None

**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	February 1990	Director of HR	Admin Committee
Revised	July 1996	Director of HR	Admin Committee
Revised	June 2016	Executive Director of HR	Policy Committee

**Next Scheduled Review Date**

June 2021