

employee handbook 2008



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Overview of Selkirk College

Selkirk College has been called one of the best kept secrets in the province. Nestled in the Selkirk Mountains in the southeast corner of British Columbia, we have the pleasure of serving a little less than 12,000 students every year – everything from University Arts and Science courses, Trades, Nursing, Fibre Arts and Aviation to Forestry, Ski Hill Management and Digital Media.

History

Selkirk College began in the hearts and minds of citizens who shared a common vision of providing access to high quality post-secondary education in the West Kootenays. The College's roots can be traced to 1964 and 1965 when discussions and community forums culminated in a regional vote to fund the proposed college. In 1966, classes commenced and Selkirk College came to life!

Mission

Selkirk College will develop empowered, effective citizens through rewarding educational and life experiences that are built on our Region's distinct identity.

Vision

Our Vision is to be a Regional Community College that inspires, engages and enables learners to be valuable contributors to their communities and to society as a whole. Recognizing the value of mutually beneficial relationships, we will provide collaborative leadership in the communities we serve.

This Vision is rooted in our vivid sense of place that is more than mere location. It is a composite of our people, history, culture, values, life-style and landscape. It is a strength that will define us, give us direction and provide us with unique opportunities.

Values

Selkirk College upholds the following values:

- Quality
- Access
- Discovery
- Environmental Responsibility
- Healthy Relationships
- Positive College Environment
- Integrity
- Inclusive Culture
- Leadership

Governance

Selkirk College Board of Governors

Appointed by the Lieutenant Governor in Council

Dr. Christian Schadendorf (Chair)
Stefan Lehmann (Vice-Chair)
Stephanie Fischer, William Roberts
Darlene Kalawsky, Brent Tremblay
Gaetana Dermody

Elected by Faculty and Staff

Teresa Miroso, Staff and
Ross Bates, Faculty

Elected by Student Union

Alex Kruger - until September 2008
Two students elected in September

Ex Officio

Chair of Education Council, Dan Obradovic
Marilyn Luscombe, President/CEO

Lifetime Members

Ron Anderson	John Higginson
Dr. Jack Colbert	Audrey Moore
Elizabeth Fleet	Alex Pereverzoff
Rick Georgetti	Maxine Ruzicka
Boyd Hardwicke	Peter Verigin

Facilities

Selkirk College is a multi-campus community college covering a region of 45,000 square kilometres. The College provides education services for the West Kootenay Boundary Region of British Columbia in 8 locations.

Castlegar

The Castlegar campus is the College's main campus and administrative centre. Facilities include the library, bookstore, cafeteria, residence, daycare centre, gymnasium, weight room, bouldering cave and squash courts. The Castlegar campus is also home to the Geospatial Research Centre and Mir Centre for Peace.

Silver King

The Silver King campus, located in Nelson, is home to the School of Industry and Trades Training as well as Adult Basic Education and Transitional Training Programs. Silver King campus facilities include a variety of industry and trades shops, a library/bookstore and a cafeteria.

Tenth Street

The Tenth Street campus, also located in Nelson, is home to the School of Hospitality and Tourism and the School of Digital Arts and Music. Tenth Street campus facilities include a small performance theatre, "Studio 80", library/bookstore, a cafeteria, the Scholar's dining room, a gymnasium and weight room.

Kootenay School of the Arts

Situated in Nelson, Kootenay School of the Arts (KSA) is dedicated to graduating students who can make a living through their professions in art, craft and design. Programs at KSA include Jewellery and Small Object Design, Clay, Metal, and Fibre.

Trail

The Trail campus is host to the Distributed Learning Centre and offers courses in Adult Basic Education and Food Services.

Nakusp

The Nakusp centre offers Adult Basic Education and Continuing Education courses.

Kaslo

The Kaslo centre offers Adult Basic Education and Continuing Education courses.

Grand Forks

The Grand Forks centre offers Adult Basic Education and Continuing Education courses.

Employees' Top Five Questions

1. How and when do I get paid?

Selkirk College has two payrolls. All employees are paid by direct deposit to the financial institution of their choice. Pay statements are mailed to employees either by internal or external mail.

Monthly payroll is for employees paid a salary wage. It is processed on the 15th of the month as a mid-month advance and the last day of the month for the balance, including required deductions.

Bi-weekly payroll is for employees paid on an hourly rate – PPWC and staff on Temporary Employment Contracts. This payroll is processed every second week as per the bi-weekly payroll schedule. Bi-weekly payroll employees must submit timesheets with appropriate approvals to payroll by Thursday noon the week before the scheduled pay date (two days before the end of the pay period). Blank timesheets are available on line at <http://selkirk.ca/about/departments/hr/payroll.htm>, at the Payroll Office, Human Resources Office or regional campus offices.



2. Where can I park? Do I need a permit?

The Castlegar campus provides free parking to both employees and students in designated parking areas only; parking permits are not required. For regional campuses, please consult with your local Campus Manager for parking options. Bicycles should be parked in the bicycle racks provided.

Disabled parking is available at all campuses and vehicles parked in those designated areas must display a valid disabled parking pass at all times. If you require a disabled parking pass for your vehicle, please contact the Maintenance Office (Castlegar campus) or the appropriate regional campus office.



3. What are the top 3 things I shouldn't miss at Selkirk College?

The Mir Centre for Peace

The Mir Centre for Peace was established in 1999 with the mandate of understanding and building cultures of peace through education. The Centre is located at the Castlegar campus of Selkirk College and has become a magnet for diverse peoples seeking new paths to social justice and peace locally, nationally and internationally.

The Mir Centre is housed in a restored early 20th century Doukhobor communal dwelling, on what once were traditional aboriginal lands. A First Nations arbour, meeting hall and a traditional smoke house are situated nearby.



Specialized Facilities

Learning at Selkirk College is optimized by first class instructors and specialized facilities such as the Kootenay School of the Arts (KSA), the Aviation Building and the Trades Shops.

The Kootenay School of the Arts programs are offered in a wonderful heritage building in downtown Nelson. It is equipped with well-functioning Jewellery, Clay, Fibre and Metal studios.

The Aviation Program is offered in a brand new building located at the Castlegar airport. It is home to the Aslim Professional Flight Simulator – a state of the art teaching tool,

helping to ensure Selkirk's graduates are top of their field.

The Silver King campus in Nelson should not be missed; the impressive series of trades buildings host our first class Trades programs.

4. How do I stay current with the happenings around the College?

The *Weekly Update* is Selkirk College's place to go for business news, announcements and events information of college-wide relevance to employees. It is delivered each week via email and resides on the Selkirk College website at www.selkirk.ca/selkirk/wupdate. To submit items for the Weekly Update, email communications@selkirk.ca.

The *Grapevine* is the Selkirk College employee newsletter designed to keep employees informed about College happenings. This weekly, photo-filled e-publication details staff and college events with a more personal touch. New faculty introductions, professional development activities, and upcoming meetings and events are some of the items you can expect to see covered. The *Grapevine* arrives via email in an easy to read pdf format, which can be printed and shared. Submissions can be made by emailing grapevine@selkirk.ca.

5. Where do I get supplies for my office / classroom?

Office supplies can be purchased from the Bookstore and charged to your School or Department. For other small purchases less than \$100.00, a petty cash voucher must be completed and submitted along with receipts to your supervisor for approval. Large purchases require a completed purchase requisition form.

Petty cash vouchers and purchase requisition forms can be obtained from the Financial Services Office, at the Castlegar campus or downloaded from the Financial Services website at www.selkirk.ca/staff/finance/financeforms/financialforms.html.



SERVICES

Athletics and Recreation

The Castlegar campus offers excellent exercise facilities including a large gymnasium, squash/racquetball courts, fully equipped weight room, a rock climbing/bouldering wall and change rooms equipped with showers and lockers. There are also many beautiful outdoor running/walking trails throughout the College grounds. Use of College recreation facilities is free to all staff; simply sign up for a pass at the gymnasium equipment room. A locker, lock and towel service can also be purchased for \$35 a year.

Recreation Services offers a wide range of activities and programs for students, staff, and the community. Recreation activities include a variety of fitness classes such as step, circuit weight, Pilates and boot camp and are free to all staff (some exceptions apply). Recreation schedules and facility hours of operation can be found on the Athletics and Recreation website at www.selkirk.ca/athletics/recreation/.

Bookstores

Selkirk College's Bookstores carry required textbooks for courses offered at the College, technical and office supplies, as well as a range of crested gift items. Office supplies may be purchased from the Bookstore and charged to your School or Department by signing for them.

Textbooks for all campuses are ordered through the Castlegar campus Bookstore. Generally books for the fall term must be ordered by early April, and for the winter term by the end of October. The Bookstore sends out email reminders about ordering dead-lines and supplies lists of textbook publishers and contact information. To place a textbook order, return a completed Textbook Requisition Form signed by your School Chair, to the Castlegar campus bookstore. Textbook Requisition Forms can be obtained from the Castlegar campus Bookstore.

Child Care Services

The Selkirk College Child Care centre is located on the southeast corner of the Gymnasium building and operates from September to May. This is a provincially licensed facility operated by Kootenay Family Place. Spaces in the Campus child care centre are allocated to students, employees and then to community users, in that order of priority. From May to September, bookings can be made by contacting the Kootenay Family Place at (250) 365-8448. During the College term contact the Selkirk College Child Care Director at (250) 365-1210.

Duplicating Centre

The Selkirk College Duplicating Centre, located at the Castlegar campus next to the Purchasing Department, offers a variety of services for the printing needs of schools and departments including, duplicating, colour copying, sorting, stapling, and binding. Materials can be dropped off at the Duplicating Centre or sent electronically to duplicating@selkirk.ca. All work must be provided to the Duplicating centre in print-ready format and accompanied by a completed Duplicating Centre Request form. Forms are available at the Duplicating Centre.

Only small quantities and rush print orders are processed at the Nelson and Trail campuses; all large quantities are processed at the Castlegar campus. Employees at Nelson campuses are asked to complete a Duplicating Centre Request Form, attach the documents to be printed, and deliver them to the main office of either Silver King or Tenth Street campuses.

Note: Photocopiers are available at various locations across the college; obtain a user code from your school chair or supervisor. It is important to remember that photocopiers should not be used for printing large quantities, as it is much more expensive than duplicating.

Employee Family Assistance Program (EFAP)

The Employee and Family Assistance Program (EFAP) provides professional, confidential counselling services to Selkirk employees and their dependent families. The service is voluntary and the goal of the program is short

term solution focused to help employees resolve personal and/or work life issues.

Selkirk College's EFAP is provided by FGI Shepell. A FGI Shepell representative can be contacted at 800-387-4765. For additional information please visit their website at www.shepellfgi.com or contact Michele Laurin, Human Resources Payroll, Pension and Benefits Manager by phone at (250) 365-1231 or by email at mlaurin@selkirk.ca.

Facilities Department

The Facilities Department is responsible for maintaining college buildings, site services and equipment in a safe and operative state. It is also responsible for providing a sanitary, clean and pleasant environment within all college buildings and for maintaining campus grounds. For general maintenance service requests or any special campus or classroom set-up requests, please contact your Campus Manager or Centre Co-ordinator.

Financial Services

The Financial Services Department of Selkirk College is located at the Castlegar campus in the Administration Building. The knowledgeable staff can answer your finance related questions on topics such as, mileage, honoraria, and travel. For more information about Financial Services please refer to the Financial Services website at <http://selkirk.ca/staff/finance/> or contact your supervisor.

Food Services

Food services are available at most Selkirk College campuses. Each campus also has a lounge area that is open to all faculty and staff during normal College building hours. New employees are encouraged to visit the staff lounges to meet new colleagues and learn about life at Selkirk College.

Castlegar Campus

Ripple Mountain Café

This cafeteria is located on the main floor, next to the staff lounge, and provides a variety of hot and cold foods. Cafeteria services are also available for special functions through arrangement with the cafeteria manager. Vending machines located in the cafeteria are stocked with snacks, pop and juices, and are accessible anytime.

The Castlegar campus also houses Selkirk Classic Catering that provides both internal and external catering services.

The Selkirk Classic Catering menu can be found at <http://selkirk.ca/services/communityservices/cateringandfoodservices/>



Nelson Campuses

Glacier Café – Silver King Campus

This cafeteria provides a full menu of hot and cold food items.

Food Services–Tenth Street Campus

Food services include short order items such as soup, snacks, hamburgers, sandwiches and entrees prepared by the students in the cooking program.

Trail Campus

In the Food Service Worker program, students provide lunch for the Trail Seniors' Centre Association as well as for Trail Campus students and employees in the Seniors' Centre Cafeteria on the ground floor.

Health and Safety

Selkirk College is committed to providing employees with a safe and healthy environment in which to work. Selkirk's Occupational Health and Safety Committee, comprised of employee group representatives, meets monthly to discuss health and safety concerns and make recommendations to Selkirk College management. Committee meeting minutes and member contact information are available on the Health and Safety website at <http://selkirk.ca/about/departments/hr/safety.html>. Any health and safety concerns should be forwarded to Peter Leach, Human Resources Health and Safety Coordinator by phone at (250) 365-7292 ext. 460 or by email at pleach@selkirk.ca.

Safety Orientation

Employees should expect to participate in an orientation with their immediate supervisor. The orientation will include topics such as WHMIS, Occupational Health and Safety Programs, and your rights and responsibilities as a worker.

Emergency Procedures Booklet

The Selkirk College Emergency Procedures Booklet contains information on what to do in case of: fire, bomb threats, crimes in progress, and earthquakes. This important booklet is contained in the Campus Phone Book and can be accessed online at <http://selkirk.ca/about/departments/hr/safety.html>. Please familiarize yourself with its contents.



Work-Related Injuries Work Safe BC (WBC)

If you have sustained an injury on the job, it is important that you report the injury to your supervisor and submit details to the First Aid Attendant on campus. The First Aid Attendant will document all relevant information in the event a Work Safe BC claim is necessary. Work Safe BC claims are initiated by Peter Leach, Human Resources Health and Safety Coordinator. For additional information on the claims process please refer to the Work Safe BC website at www.worksafebc.com.

Human Resources Division

The Human Resources Division is committed to providing outstanding services to support employees' well-being and the environment in which they work. To do this, the Human Resources Team will work with Faculty, Staff and Administration in a collaborative and strategic fashion to:

- provide recruitment and retention services;
- provide opportunities for personal and professional development;
- foster a safe, healthy and respectful work and learning environment;
- provide opportunities for employee wellness;
- provide quality payroll, benefits and pension services; and,
- continually review and renew programs and processes to enhance services.

For more information or any questions about Human Resources support and services please refer to the Human Resources website at www.selkirk.ca/about/departments/hr or contact the Human Resources Division at (250) 365-1390.

Human Rights

Selkirk College is committed to providing a learning and working environment free from discrimination and harassment – one which respects dignity and diversity, and encourages the fair treatment of all members of the college community. Employees are encouraged to review the Selkirk College Human Rights Policy http://selkirk.ca/documents/SK43851_human_rights.pdf; for additional questions, please contact Liana Zwick, Human Resources Employee Relations Coordinator by phone at (250)365-1368 or by email at lzwick@selkirk.ca.

Information Technology Services (IT)

Information Technology Services is responsible for all computing and communications equipment and facilities at Selkirk College. This includes the computer labs and the College administrative system, as well as all desktop computers, printers and other electronic equipment.

For all computer hardware and software assistance please submit an online request by going to <http://cs.selkirk.ca> then clicking on *IT Services Online Helpdesk*. For urgent matters contact the Help Desk directly; Castlegar campus (local 428), Silver King campus (local 287), and Tenth Street campus (local 321). Additional IT Services information can be found on the IT Services Website at <http://cs.selkirk.ca/>.

Library

One of your first stops at Selkirk College should be the library. A librarian will be pleased to give you a tour and a friendly welcome. Be sure to pick up your library card and find out about all the services available to you. Please visit the library's website at <http://library.selkirk.ca> where you will find the Library catalogue along with online databases, weblinks, contact information, and policies.

Services

Selkirk College Library has a wide range of services and resources for faculty, as well as for students, employees and residents of the College region. Librarians provide research instruction and assistance, and help with reference questions in person, by phone or online. The librarians are pleased to provide personal tours for faculty members at any time, and to arrange for general and specialized instruction sessions for classes. Please contact Gregg Currie, Judy Deon or Sian Landis (email reference@selkirk.ca or call local 229).

Collections

Collections include books, videos, magazines, journals and news-papers. Online access is available to reference and journal data-bases, as well as to other college/ university and public libraries for interlibrary loan. Your library card provides access at home to the library's online databases. The main collection is at the Castlegar campus, with smaller collections at the Nelson (Silver King and Tenth Street) campuses.

The Castlegar campus library also houses a comprehensive local collection of archival and current materials related to the West Kootenay region.

Recommendations for purchase of library materials are welcome. A form is available at <http://library.selkirk.bc.ca/PDF/onlineBookOrder3.pdf>.

Reserve Materials

Books, videos, articles and other readings that are assigned for specific courses may be placed on reserve by instructors for short loan periods e.g. 2 hours, 1 day, 2 days. Materials in the library as well as personal copies of books and other course-related material are accepted. Please bring the item to the *Main Desk* in the library, fill out a reserve card, and allow as much time as possible (at least 2 days) for processing.

Audiovisual Booking

Videos and DVDs can be booked in advance for a particular show date. This includes the library's own videos/ DVDs as well as those available from other B.C. post secondary libraries. It's very important to request bookings as early as possible, especially in the case of videos/DVDs from other libraries, where the minimum lead time is usually two weeks.

Mail Services

Mail services are provided for internal and external mail on Castlegar, Nelson and Trail campuses. Intercampus mail service is available 3 days a week for all campus locations. All Castlegar campus personnel are assigned a mailbox and issued a mail box key. Mail at this campus is processed through the central mail room and delivered to the appropriate mailbox.

Parking

For more information about College parking please refer to page 4 "Employees Top Five Questions".

Payroll

For more information about College payroll please refer to page 4 "Employees Top Five Questions".



Pensions

Selkirk College participates in two pension plans; the College Pension Plan – for employees belonging to SCFA, BCGEU and Exempt Divisions, and the Municipal Pension Plan – for employees belonging to PPWC. Your plan member guide can be found in your New Employee Package or on-line at <http://selkirk.ca/about/departments/hr/benefits.html>.

Purchasing

The Purchasing Department is located at the Castlegar campus and provides centralized purchasing for all departments on all campuses. For detailed information about the acquisition of goods and services, taxation information, information about selling to Selkirk College, and shipping and receiving, please contact the Purchasing Department at (250) 365-1226.

Research & Institutional Support

The Institutional Research Department collects, analyzes and interprets a variety of information which assists in the evaluation of College programs and services, helps guide new program development and directions, and supports marketing and community development efforts. Institutional Research plays an active role in monitoring and reporting on the Ministry's accountability requirements for our institution and in doing so prepares student enrollment, satisfaction and retention surveys and reports. These reports are available on our website <http://selkirk.ca/about/departments/ir/>. As a Selkirk College employee you have access to the internal and public links on the Institutional Research web page.

Institutional Research endeavors to keep an inventory of research activities, related to the institution and our students, to help ensure that each research project has access to our previous and collective learning. As an accredited research institution with Natural Sciences and Engineering Research Council of Canada (NSERC), all research activity must adhere to the policies established by our Research Ethics Committee.

If you need assistance with labour market, demographic or other statistical analysis or survey development please contact the Institutional Research Officer by phone at (250) 365-1323 or by email at nrennie@selkirk.ca.

Switchboard

The College switchboard operator answers calls and general inquires. It is important that instructors notify the switchboard or front desk clerk (and School Chair) of any un-expected absences as early as possible, so that students can be notified and inquiries responded to. The Switchboard Operator can be reached at (250) 365-7292 or toll free at 1-888-953-1133.

Word Processing Centre

The Word Processing Centre is located at the Castlegar campus in office A-41. Hours of operation are Monday to Friday, 7:30 am to 3:30 pm. All word processing requests require a completed Work Order Request Form. Forms are available at the Word Processing Centre. Documents can be sent electronically to wpc@selkirk.ca or dropped off in person at the Word Processing Centre.



EMPLOYMENT INFORMATION AND BENEFITS

What You Can Expect From Selkirk College

Positive and Respectful Workplace

Selkirk is committed to maintaining a respectful working environment. We all have a responsibility to work together in ensuring and contributing towards a positive and respectful workplace. Managers and supervisors have additional obligations to lead these efforts and in the event it becomes necessary, to manage unacceptable behaviour.

Orientation

The purpose of the Selkirk College Employee Orientation Program is to welcome new and returning employees and provide them with the tools and information they need to be successful at the College.

Following acceptance of an offer to work at Selkirk College, new employees will receive a letter confirming appointment and terms of employment, and a *New Employee Package*. The New Employee Package includes all forms required for enrolment on payroll, any benefit plans to which employees are entitled, and dues authorization if applicable. A copy of your Pension Plan Member's Guide, Benefits Information Handbook, and Collective Agreement can also be found in this package.

The Human Resources Division hosts an *Orientation for New Employees* annually in late August. This event includes a number of speakers from administrative programs within the College important to all staff.

You can also expect your supervisor to ensure you are oriented to your job and role, as well as your supervisor's role and those of your colleagues. Your supervisor will familiarize you with departmental and College policies and procedures as well as any health, safety and environmental requirements that may impact on your work and/or personal safety.



Position Descriptions and Expectations

When you are hired at Selkirk College you can reasonably expect to come into a well defined role, with clear expectations that are applied consistent with your position description. Your supervisor should review those expectations with you, as well as probationary expectations and performance development plans.

What Selkirk College Expects from You

Positive and Respectful Workplace

All Selkirk College employees have a responsibility for maintaining a positive and respectful workplace. We encourage all employees to lead by example and take personal initiative to make things better. Respecting differences, maintaining the self esteem of others, and remaining open to possibilities, enhances the well-being of our employees and the environment in which we work. Stay true to Selkirk College values – maintain healthy relationships and contribute to a positive College environment!

Honesty and Integrity

All Selkirk College employees have an obligation to represent the College in a responsible manner. We expect employees to conduct themselves with honesty and integrity which includes:

- respecting the privacy of others;
- using College property or equipment appropriately; and
- having scrupulous regard for confidentiality of student, employee and College information.

Engagement

Working at Selkirk College means you are now part of a community committed to lifelong learning, service excellence and student success. The motivation, passion, creativity and commitment you bring are essential as we address the future and continue to grow as an exemplary regional community college. We hope you'll take pride in your work and go the extra mile, knowing that you can and do make a difference to life at Selkirk College.



Employee Groups – Unions and Associations

There are four employee groups within Selkirk College.

- Selkirk College Faculty Association (SCFA)
- British Columbia Government Employees' Union (BCGEU)
- Pulp, Paper and Woodworkers of Canada (PPWC)
- Exempt Group (Administrative Staff)

All employees are covered by either a collective agreement (Faculty and Support Staff) or by set terms of employment (Administrative Staff). You are encouraged to become familiar with the collective agreement (s) relevant to your employment, as they contain important information on your rights and responsibilities as employees.

For additional information about your employee group or collective agreement, please refer to the Human Resources website at <http://selkirk.ca/about/departments/hr> or contact the Human Resources Employee Relations Coordinator, Liana Zwick at (250)365-7292 or by email at lzwick@selkirk.ca. Your local employee group union president is also available to assist you.



Benefits and Handbooks

Selkirk College offers a comprehensive benefits package for its employees; currently this package is provided through Manulife Financial http://www.manulife.ca/canada/canada1.nsf/public/home_page. For information about your coverage and entitlements, please refer to the Benefits Information Handbook relevant to your employee group(s), available on the Human Resources website at <http://selkirk.ca/about/departments/hr/> or from the Human Resources Payroll, Pension and Benefits Manager Michele Laurin. Michele can be reached by phone at (250) 365-1231, or email at mlaurin@selkirk.ca.

Selkirk College Policies

A complete listing of Selkirk College policies can be found on the College website at http://selkirk.ca/documents/SK43851_human_rightspdf.pdf.

A selective listing of Selkirk College policies that may be of interest include:

- 6000.1 – Human Rights (under review)
- 6100 – Employee and Family Assistance Program
- 6400 – Violence in the Workplace (under review)
- 6410 – Working Alone (under review)
- 6420 – Occupational Health and Safety (under review)
- 8100 – Instructional Programs
- 4000 – Consumption of Food and Beverages on College campuses
- 4200 – Responsible use of College Facilities and Equipment
- 8330 – Semester Scheduling
- 8350 – Educational Field Trips
- 8800 – Copyrights and Licences
- 9200 – Acquisition of Goods and Services
- 9400 – Reimbursement of College Business Expenses

