

Selkirk College Policies and Procedures		Title and number	#6160 – Child Care Expenses for Staff Serving on College Committees		
		Replaces	New		
		Effective	April 24, 2007	Next review	April 24, 2011
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		April 23, 2007	
Director of Human Resources	Deans and Supervisors	Recommended/Approved by Education Council		N/A	
		Approved by President		April 26, 2007	

1 GENERAL

The College believes that all employees are important contributors to College committees. The College also recognizes that child care expenses create an increased financial burden on employees when Committee meetings are held outside of normal working hours.

2 POLICY

The College will reimburse child care expenses incurred by employees serving on College committees when these expenses are incurred as a result of meetings being scheduled outside of the employee's normal working hours.

3 SCOPE

This policy applies to ALL employees.

4 PROCEDURES

4.1 Eligibility

To qualify for child care reimbursement, meetings must be held outside of the employee's normal working hours. For part-time teaching staff, this means on a day when the employee does not have scheduled classes; for full-time teaching staff, this means after 4:00 p.m. or before 8:00 a.m.

Mileage reimbursement applies regardless of meeting times. Please see *Policy #9400 – Expense Statements, Travel Advances, Requests and Approvals* for procedures on how to get reimbursed.

4.2 Child care expenses

It is understood that the child care expenses covered under this policy are only those additional expenses that the employee incurs as a direct result of participating on a Committee. For example, a part-time employee who has full-time child care arrangements and who therefore would not incur additional cost by attending a Committee meeting should not claim reimbursement. The College will reimburse actual costs. Reimbursement is obtained by submitting the receipts, attached to a cheque requisition form, to the employee's supervisor for approval.

Other relevant policies:

#9400 – Expense Statements, Travel Advances, Requests and Approvals.

Key words: Child Care expenses, Mileage reimbursement; Committees