

Intranet Scavenger Hunt – Answer Key

No.	Clue	Answer	Source
1	Name one of Selkirk's five strategic directions.	Learner Success, Excellence in Education, Community Development, Healthy Workplace, Modernization of Facilities – Tech - Ops	https://selkirk.ca/strategic-plan
2	Enter the link to submit an IT ticket.	See link in 'source'	https://jira.selkirk.ca/plugins/servlet/theme/portal/1/group/1
3	Enter the link to submit a Marketing ticket.	See link in 'source'	https://marketing.selkirk.ca/portal
4	Enter the link where you can find a Selkirk-branded PowerPoint template.	See link in 'source'	https://my.selkirk.ca/staff/tools/tools/powerpoints/
5	Enter a link where your Collective Agreement lives.	See link in 'source'	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
6	How many employee groups exist at Selkirk College?	4	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
7	Each employee group lists information on vacation in its Collective Agreement. Pick one employee group (please specify which) and then list the Article number where you would find information about vacation relevant to that employee group.	SCFA – Article 11 (page 32)– BCGEU – Article 15 (page 13)– PPWC – Article 9 – (page 10) per Article 9.02. Exempt – Article 4 (page 8)	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
8	Pick two employee groups (specify which) and list the respective article numbers where you would find information about Benefits.	SCFA – Article 9.5 Health Benefits (page 27) BCGEU – Article 20 Health and Welfare (page 19) PPWC – Article 11 Employee Benefits (page 14) Exempt – Article 8 Benefits (page 10)	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
9	Pick two employee groups (specify which) and list the respective article numbers where you would find information about Salary.	SCFA - Schedule A, B, C, D, E, G pages 37-42 BCGEU - Appendix A, A2, B, B2, C page 32-38 PPWC - Schedule A page 29 Exempt - Appendix A page 16	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
10	Pick two employee groups (specify which) and list the respective article numbers where you would find information about Professional Development funds.	SCFA - Article 8.10, via ToR (SCFA PD Handbook) BCGEU -Article 17.2 - 2% paid on each cheque. And, as per Article 17.3 Common PD fund, via ToR (page 9 of PD Handbook)	https://my.selkirk.ca/staff/dept/hr/employeeegroups/

		PPWC - Article 19. Tuition remission for SC courses, PD Fund (page 3 of PD Handbook) Exempt - Article 10 (page 6 of the PD Handbook)	
11	According to the Code of Conduct, what should an employee do if they have reason to believe that confidential information has been lost, stolen, or improperly disclosed?	Notify their immediate workplace supervisor	https://policies.selkirk.ca/media/policieselkirkca/college/Policy-6000-Employee-Code-of-Conduct-and-Conflict-of-Interest-effective-2019.pdf (H4)
12	Which Policy (name and number) contains information about Purchasing?	Acquisition of Goods and Services: 9200	https://policies.selkirk.ca/ or https://my.selkirk.ca/staff/dept/purchasing/policies/
13	At what dollar-threshold is competitive bidding/request for quote required for College purchasing?	\$5000	https://policies.selkirk.ca/media/about-web-section/governance/college-policies/Policy-9200-Acquisition-of-Goods-and-Services-2017.10.18.pdf
14	According to Selkirk's Grading Policy, what does a grade of "AEG" mean? (Please spell out and define AEG.)	AEGROTAT – discretionary passing grade used in exceptional circumstances for compassionate reasons	https://policies.selkirk.ca/media/policieselkirkca/college/Policy-8612-Grading-2019.01.01.pdf
15	How many voting members are on an Appeals Committee for student appeals?	5	https://policies.selkirk.ca/media/about-web-section/governance/college-policies/8400-Student-Appeals.pdf (Structure of the Appeals Committee)
16	Pick two employee groups (specify which) and list the respective article numbers where you would find information about Evaluation.	SCFA – Article 7 BCGEU - Article 9 Exempt - Article 3.3 PPWC Article – there is no language in the CA outlining the timing/process of PPWC Evaluations	https://my.selkirk.ca/staff/dept/hr/employeeegroups/
17	Enter the link where your evaluation form lives.	See link in 'source'	https://my.selkirk.ca/staff/tools/employeeevaluation
18	Name one reason regular feedback and evaluation are important.	Many acceptable answers such as: engagement, satisfaction, open discussion about growth, excellence, skill development, effectiveness, advancement, goals, etc	https://my.selkirk.ca/staff/tools/employeeevaluation
19	Name a job that is currently accepting applications from internal candidates.	Check jobs on day-of @ careers/internal	https://careers.selkirk.ca/internal or https://my.selkirk.ca/staff/dept/hr/jobs/
20	Why might an employee contact Homewood Health?	Confidential counseling for self or dependent families; retirement planning, etc	https://my.selkirk.ca/staff/dept/covid-19/employementalhealthsupports/
21	How would an employee contact Homewood Health?	1-800-663-1142 or at link to the right	https://homewoodhealth.com/corporate/services/treatment

22	When is the second pay day in September?	September 25	https://go.selkirk.ca/display/KB/Pay+Periods+and+Submission+Deadlines
23	When is 'cut off' for time sheet submission for the second pay day in September?	September 14	https://go.selkirk.ca/display/KB/Pay+Periods+and+Submission+Deadlines or https://my.selkirk.ca/media/myselfkirkca/myselfkirkforstaff/departments/humanresources/payroll/2020-BI-WEEKLY-Time-Sheet-SCHEDULE.pdf
24	True or False: Unit4 Business World (U4BW) provides a unique payslip per contract.	False. (The Earnings section of your payslip will show any and all earnings for the period, inclusive of all contracts.)	https://go.selkirk.ca/display/KB/Payroll+FAQs under "what does my payslip show?"
25	Please name the three categories of employees who are required to submit timesheets.	PPWC, On-Call, TEC	https://go.selkirk.ca/display/KB/Timesheet+FAQs
26	If you are working alone or in isolation, what is the name of the App you might use at regular intervals as a check-in procedure?	Check Mate	https://my.selkirk.ca/staff/dept/covid-19/healthsafetyplanningresources
27	True or False: While it is essential to report on-the-job injuries to your supervisor, there's no need to report a 'near miss.'	False	https://my.selkirk.ca/staff/dept/safety/reportingincidentsandinjuries/#d.en.31654
28	How many total campuses/learning centres does Selkirk College have?	8	https://selkirk.ca/about-us/coming-to-campus/campus-locations
29	How far into the future can employees request an absence?	One year	https://go.selkirk.ca/display/KB/Absence+FAQs
30	True or False: Selkirk College Careers has a 'Job Alerts' feature that allows users to request emails when job postings have been uploaded that may be of interest.	True	https://careers.selkirk.ca/internal/login.html (need to be logged in to see)
31	Name three technologies Selkirk College IT recommends for remote access to files.	VPN, USB, OneDrive. (NetStorage also accepted)	https://go.selkirk.ca/display/KB/Remote+Access+to+Files
32	Our Sustainability Department has several suggestions to "Think before you print," to reduce paper usage, including printing double-sided, not printing emails, and not printing directly from an internet browser. What is one more tip they suggest?	Reduce your margin settings.	https://my.selkirk.ca/staff/dept/sustainability/