

Approval Authority: President's Office

Last Approved: September 12, 2023

Administrative Responsibility: President

Next Review: 2025-2026

POLICY

Every Academic Year NVIT has courses being offered on campus and in community that are not taught by our current faculty as part of their regular workload, and therefore are posted to find a suitable instructor.

From time to time our current full-time employees may wish to apply for these courses. While NVIT supports NVIT employees to apply for these additional teaching opportunities, it is necessary to include some parameters to ensure that these additional instructional opportunities do not negatively impact their current full-time position.

PROCEDURE

The following parameters will apply to employees who teach additional courses at NVIT.

Subject to Article 22.7.8. of the Collective Agreement, faculty members who respond to a posting and are successful, will be paid the term rate or banked as time. The sections assigned under this article will not normally exceed two in an academic year.

Subject to Article 22.7.1. of the Collective Agreement, faculty members who teach an additional section by assignment, the assigned section will be considered one of the two allowed courses considered below.

Subject to Article 8.4 of the Collective Agreement, all teaching appointments within the Community Education Department will either be by casual employee or by contract.

Continuing Employees:

1. Continuing employees who apply to a posting and are selected to teach additional courses at NVIT must take vacation time during the time they are teaching the additional course(s) unless the course(s) are delivered during the evening or on weekends.
2. Where NVIT, in an emergency situation, requests an employee to undertake a non-bargaining unit work in overload, the employee is not required to take vacation or unassisted leave. The employee will either be paid the term rate or will have their workload adjusted in the future.
3. For full-time ongoing instructional faculty, additional term teaching appointments with NVIT will normally occur between May 1, to August 15, be limited to a maximum of two additional

courses per academic year and must not conflict with current teaching assignments. Courses occurring between August 15, and April 30, will only be available for full-time ongoing instructional faculty under rare and exceptional circumstances, will be limited to a maximum of one of the two per academic year, and will not conflict with their current teaching assignments. This appointment must be approved by the President prior to the signing of an employment agreement. All other ongoing employee groups are not restricted to the above-mentioned timeframes and may teach up to a maximum of two courses per academic year, provided it is during mutually agreed vacation time.

4. The instruction work for completed additional courses will be paid under an employment agreement through NVIT's payroll system, unless the instructor qualifies as a contractor as defined by CRA. A contractor must have their own business number, WCB coverage and be responsible for invoicing and reporting financial earnings. As per Article 8 of the Collective Agreement, neither casual instructors nor contractors are members of the NVIT Employees' Association.

Term Employees:

1. 1.Term employees on a 100% workload employment agreement with NVIT cannot teach additional courses for NVIT.
2. Where NVIT, in an emergency situation, requests a full-time term employee to undertake a non-bargaining unit course, the employee is not required to take unassisted leave and will be paid the standard casual employee rate.
3. 3.Term instructors on less than a full-time workload may apply for additional teaching opportunities at NVIT. The instruction work completed for the additional course(s) will be paid through an employment agreement as a casual employee unless the instructor qualifies as a contractor as defined by CRA. A contractor must have their own business number, WCB coverage and be responsible for invoicing and reporting financial earnings. As per Article 8 of the Collective Agreement, neither casual instructors nor contractors are members of the NVIT Employees' Association.
4. 4.Term instructors teaching for NVIT will normally teach no more than 12 courses per Academic Year. Should a term employee wish to teach more than 12 courses in an Academic Year, the term employee must receive prior authorization by the President.

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