

EMPLOYEE HANDBOOK



TRANSFORMING LIVES





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A Message from the President

Welcome to Okanagan College!

Congratulations on joining Okanagan College. I hope you will find your experience here both rewarding and meaningful.

We are proud of the institution we are building: with close to 20,000 individual students, more than 1,000 employees, a broad and growing array of programs, and locations throughout the region, we are B.C.'s largest college east of the Lower Mainland. More importantly, we have a well-established reputation for service and teaching excellence among students, alumni and employers.

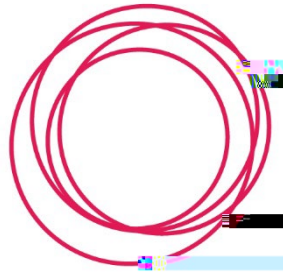
Our success can be attributed to individual and collective dedication to students, service to our communities, and especially passion for what we do. Ultimately, we depend on the people who work here, and who contribute their energy, intellect and abilities to serving students in direct and indirect ways, whether it is front-line support, teaching, or contributing to the infrastructure that allows our college to function day to day.

While Okanagan College was not officially opened until July 1, 2005, we have many employees who started with the original Okanagan College or Okanagan University College. Together they have laid a strong base of achievement, on which, as the current Okanagan College, we are building a learning culture committed to the growth, development and well-being of its employees.

Welcome to a terrific team that is firmly committed to our mission of transforming lives!



inspire -Okanagan College's Strategic Plan



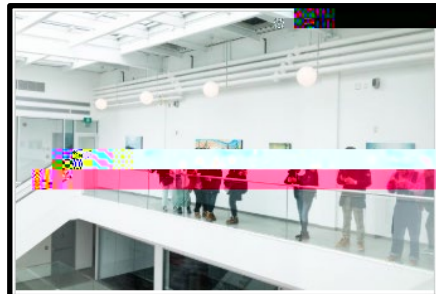
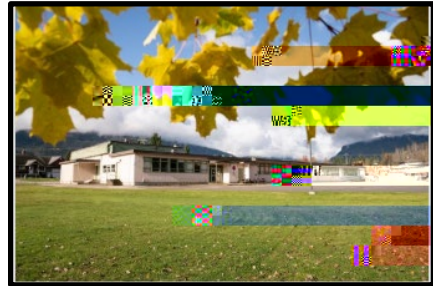
inspire

Okanagan College's Strategic Plan

In early 2022, the Board of Governors approved the College's new Strategic Plan.

The plan reaffirmed the College's mission statement
"We transform lives and communities"

All employees are encouraged to familiarize themselves with the plan which can be found at:





College Policies

As a new employee, you must familiarize yourself with all Okanagan College policies as they are part of your terms and conditions of employment. The policies provide useful information to guide your conduct while employed at the College. All employees are accountable for ensuring that they are aware of each of



Other Employee Resources

Gym Access

Not just for students, gym access is available for employees too! For more information for your region, go to [Fitness Facility Access](#) and click on your region's link.

OC Safe App

Available to all staff, students, and visitors, the OC SAFE app provides instant access to onsite First Aid, Security Services, 911, campus maps and direct links to other valuable resources. The OC Safe App also includes a Work/Study Alone check in system. Employees and students who are working or studying alone can use this feature to request either Campus Security or a personal emergency contact check with them if they fail to respond to the automated check in notification. Download this FREE app from your app store today. Just search for "OC SAFE."

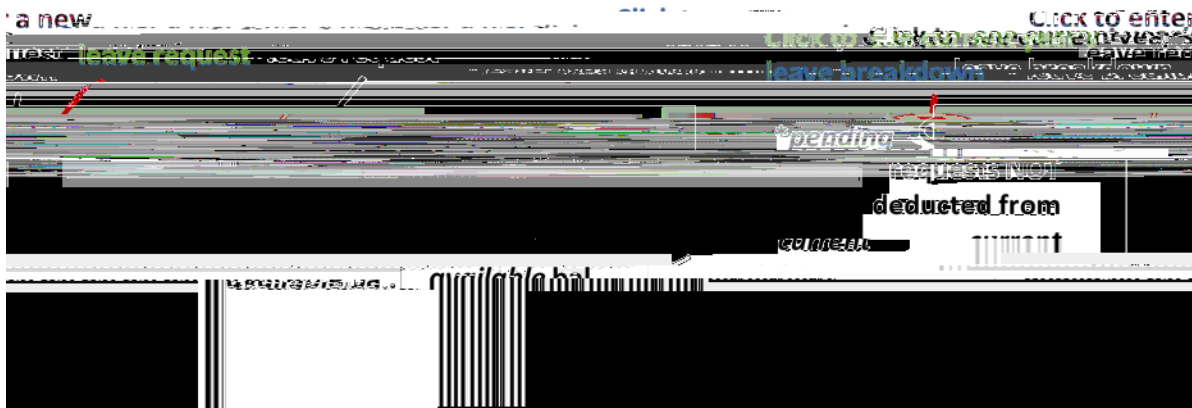
Cheer on the Okanagan College Coyotes

Students who attend Okanagan College have the opportunity to play competitive baseball as a part of the Coyotes Athletics program, which operates out of Kelowna.

The Coyotes baseball team competes in the Canadian College Baseball Conference, which includes teams from Thompson Rivers University, the University of Calgary, Kwantlen Polytechnic University, Vancouver Island University and the Prairie Baseball Academy.

Getting Hungry?

All four campuses offer cafeterias for employees and students. Kelo.3 (lan)2.(s)-4.3 (t)-6 (u)-0.7 (d)-0.7 (e)-3 (-25.601 0 T



Please note: This example is in hours. Faculty leaves display in days whereas all other groups display in hours. The columns indicate the following:

- x **Begin Balance** is carry over from previous year
- x **Accrued** is this year's allotment
- x **Leave Taken** is leave already taken for year
- x **Leave Booked** is future leave (not taken yet)
- x **Current Available** is leave remaining
- x **Leave Requested** is leaves waiting to be approved*

To submit a request

Click on "Enter a new request" and you will be taken to the below form:







Sustainability

Definition of Sustainability:

Sustainability is a way of working and living that meets current needs for commerce, living, habitation, food, transportation, energy and entertainment without compromising the ability of future generations to meet their own needs.

Under our mission to “Transform Lives and Communities”



Group Benefits at Okanagan College

Okanagan College provides comprehensive group benefits to eligible employees, which may include coverage for Life Insurance, Accidental Death & Dismemberment (AD&D), Long Term Disability (LTD), Extended Health Care (EHC), Dental, and Emergency Travel Assistance (ETA).

Okanagan College pays 100% of premiums for group benefit coverage with a few exceptions such as LTD for exempt employees (Senior Managers, Administrators & Excluded Staff) which is employee paid.

Detailed benefit booklets are available electronically under the Plan Memberlink on the Manulife Financial website at: [Manulife Group Benefits](#)

Who is eligible?

As a Senior Manager, Administrator or Excluded Staff you are eligible as a continuing employee with 50% or greater workload or as a term employee with an appointment of 6 months or more with 50% or greater workload.

As a Faculty member you are eligible 4

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How do I apply for vacation, sick leave or other leave? How do I know if I am eligible for this leave?

The policy or collective agreement governing your terms and conditions of employment provides information with respect to your eligibility for specific types of leave and whether the leave is paid or unpaid.

You can access your respective policy or collective agreement electronically under the **Policies / Agreements** link on the **Human Resources** website at: [Policies and Collective Agreements](#)

To apply for leave, you can submit your request electronically for approval through the **Electronic Leave Management System (ELMS)** by clicking on the **Apply for Leave** link on the **Human Resources** website.



eligibility



When can I retire?

The normal retirement age for members of the pension plans is sixty-five (65). Earliest retirement age for members of either pension plans is 55 years of age. The pension plan will provide a lifetime income for plan members who retire from work.

How can I find what my pension benefit will be when I retire?

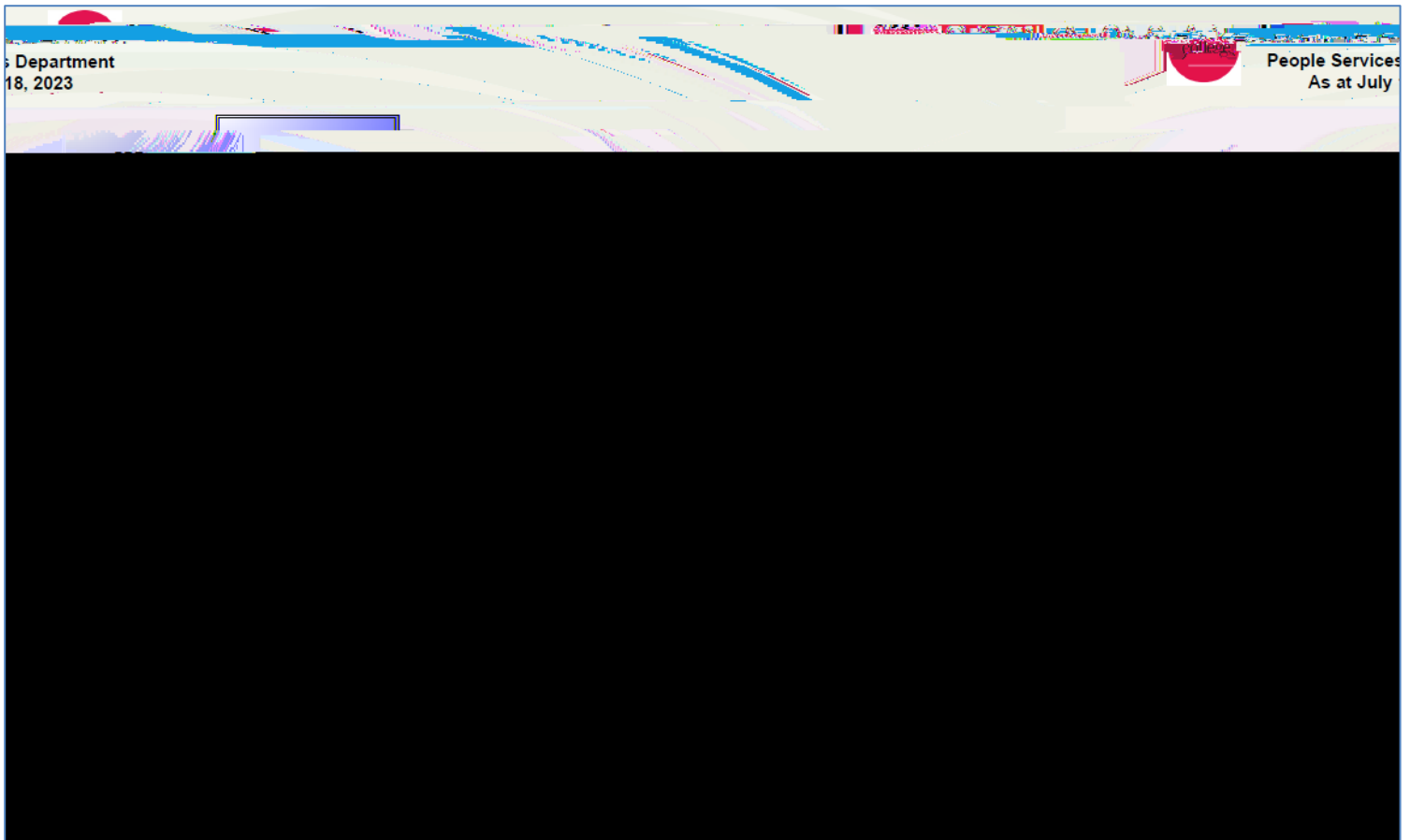
A comprehensive pension statement referred to as your Member's Benefit Statement will be provided to you annually by the pension plan outlining your pension contributions and your projected pension benefits upon retirement. Additionally, both pension plans provide tools on their website (www.pensionsbc.ca) that can assist you in estimating your pension benefit upon retirement.

Where can I find out more information about the pension plan?

The BC Pension Corporation offers a comprehensive website at www.pensionsbc.ca. You may select either the College or the Municipal Pension Plan link to access detailed information regarding your



Meet your People Service Team



Department
18, 2023



People Services
As at July

People Services offices are located in the Centre for Learning in E508 on the 56 1 Tf-0. AMCI.000 g11.04 -0 526.8 Tm()TJE



Gill Henderson, AVP

Telephone: 250-762-5445, ext. 4419

E-mail: ghenderson@okanagan.bc.ca

Diane Adair, Executive Assistant

Telephone: 250-762-5445, ext. 4717

E-mail: deadair@okanagan.bc.ca

Ryan Savelieff, Manager, Employee Relations

Telephone: 250-762-5445 ext. 4807

E-mail: rsavelieff@okanagan.bc.ca

Dorie Burnham, Manager, Compensation & Transformation

Telephone: 250-762-5445 ext. 4223

E-mail: dburnham@okanagan.bc.ca

Jacqui Noftal, Manager, Talent Acquisition, Learning and Wellbeing

Telephone: 250-762-5445, ext. 4390

E-mail: jnoftal@okanagan.bc.ca

Health & Wellbeing

Cheryl Dempsey, Workplace Health, Wellbeing & Disability Management Specialist

Telephone: 250-762-5445 ext. 4603

E-mail: cdempsey@okanagan.bc.ca

Pension & Benefits

Edith Nagy Pension & Benefits Coordinator

Telephone: 250-762-5445 ext. 4290

E-mail: enagy@okanagan.bc.ca

Recruitment

Bianka Blandon - Recruitment Coordinator

Telephone: 250-762-5445 ext. 4650

E-mail: bblandon@okanagan.bc.ca



Systems Coordinator

Liz Currie,



Employee Groups

All employee policies and collective agreements are located online at [Policies and Collective Agreements](#)

Please see below the contact information for your employee group:

Admin Association

Nancy Darling

E409, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4288

Email: ndarling@okanagan.bc.ca

Okanagan College Faculty Association (OCFA)

Sharon Mansiere

583 Duncan Avenue, Penticton, BC V2A 8E1

Telephone: 250-328-2206

Email: smansiere@okanagan.bc.ca

BCGEU Vocational Instructors

Cam McRobb -



Departments

The following pages include a brief overview of Okanagan College's departments, their locations, the services they offer & contact information

Okanagan School of Business



Governance Office

Location

Kelowna Campus – Student Services Building

Overview

Under the following framework and with authority under the [College and Institute Act](#) (the [College Act](#)) (S.S.W.I.R.



- x Liaises with Education Council, who acts in an advisory and joint approver role to the Board of Governors on matters concerning education services, programming, and curriculum development.

Resources

Board bylaws, meeting schedules, committees, and membership can be found on the Board [website](#).



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Provost & Vice President Academic Office



CFO & Vice President Corporate Services Office

Location

Kelowna Campus – Student Services Building

Portfolio Overview

The CFO & Vice President Corporate Services is Okanagan College's Chief Financial Officer.

The Office is responsible for and provides institutional leadership for Okanagan Colleges' administrative and operational service areas:

- x Ancillary and Business Services
- x Campus Planning and Facilities Management
- x Financial Services
- x Institutional Research
- x IT Services



College Relations

Location

Kelowna Campus – Centre for Learning

Portfolio Overview

College Relations (CR) at OC provides strategic leadership and a range of supports across the College in the areas of: internal communications, media relations, public affairs, web and social media, digital and traditional marketing, promotions, graphic design, photography/videography, branding and event



their section of the website. Other supports include media training, assistance proof-reading and editing communications drafts, and identifying photo or video content for key projects.

Programs/Services

- x Media Relations, including: reporter inquiries, news releases, media events, issues management
- x Public Relations, including: College events, stakeholder engagement
- x



Advancement

Location

Kelowna Campus – P Building

Overview of Services offered

The Advancement office facilitates, coordinates, and manages the development of fundraising activities and programs. The office is responsible for the development and implementation of fundraising strategies, including the identification of potential donors, the development of fundraising campaigns, and the management of fundraising events. The office also provides support and guidance to faculty and staff in their fundraising efforts.



Okanagan College Foundation

Location

Kelowna Campus
P Building



We inspire giving to transform lives and communities.

We engage community to invest in Okanagan College's campuses, learning spaces, equipment and programs, and we create opportunities for donors to help students fulfill their potential through education.

Responsibilities

- x We build **sustainable funds** which support the success of today's students and manage the growth of our endowment to safeguard that of future generations
- x We build **trust and credibility** with donors through sound financial management and good governance. We value transparency and integrity and adopt the Donor Bill of Rights.
- x We support the College's commitment to **equality, diversity, inclusion and social justice**
- x We pledge to **work with, learn from and listen to our Indigenous communities** we engage donors to help advance the College's journey towards reconciliation.
- x We **engage community to support Okanagan College's Inspire Plan** and development responds to and advances the strategic priorities of the College and the regions it serves.

Strategic Priorities

- x Raising the **profile** of Okanagan College as a 'destination of choice' for philanthropy
- x Enhancing **donor loyalty** to ensure our donors are at the heart of all we do
- x Building a **culture of philanthropy** within Okanagan College
- x Strengthening **fundraising programs** and revenue generation strategies.

Primary Contacts

Helen Jackman, Executive Director
P103A, 1000 KLO Road, Kelowna, BC V1Y 4X8
Telephone: 250-762-5445, ext. 4775
Cell: 250-215-6029
Email: hjackman@okanagan.bc.ca



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Regional Campus South Okanagan/Similkameen

Location

Penticton Campus – Ashnola Building (PL133)

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Arts & Foundational Programs

Locations

Kelowna Campus – Centre for Learning Building (E103)

Overview of Services offered

- x The Dean of Arts & Foundational Programs is the direct supervisor of staff, faculty and instructors in the program areas identified below
- x The Dean's office handles all administrative duties related to the Portfolio's areas of instruction,





Continuing Studies and Corporate Training

Location

23nd

Continuing Studies and Corporate Training (CSCT) operates campuses in Salmon Arm, Vernon, Kelowna, Penticton and Revelstoke.

Overview of Services Offered

- x Designs, develops, and delivers a variety of certificate, government contract, part time vocational, youth, general interest programs and courses throughout the College region and beyond. Courses are delivered face-to-face, distance delivery or a combination of both



x Technology Support

- o Help faculty and instructors to maintain a consistent technical experience.

Applied Research

x Administration of

- o Innovation Fund
- o Program Advisory Committees
- o President's Entrance Scholarship
- o Applied Research grant applications, contracts, and project management
- o BC Beverage Tech Access Centre – Penticton campus
- o Opportunities for Learning and Teaching activities/experiences
- o Learner Centred Instructor Certificate
- o Research Ethics Board
- o Many events throughout the year in learning and teaching, and applied research.

Primary Contact

Beverlie Dietze, Director

B120A, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4528

Email: bdietze@okanagan.bc.ca

Colette Martin, Executive Assistant, Research Ethics Board Secretary

B120B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4736

Email: cmartin@okanagan.bc.ca; reb@okanagan.bc.ca

BCBTAC Primary Contact

Wes Peterson, Manager

PC 256 - 583 Duncan Ave W, Penticton, BC V2A 8E1

Telephone: 250-492-4305, ext. 3360

Email: wpeterson@okanagan.bc.ca ; bcbtac@okanagan.bc.ca



Financial Services

Location

Kelowna Campus – Centre for Learning (E505)

Overview of Services offered

Financial Services is responsible for providing a wide variety of essential financial services throughout the organization, to students, faculty, staff and external stakeholders

Programs/Services

- x **Financial Reporting** Annual audited financial statements; government and board reporting.
- x **Budgeting** co-ordination of budget development and variance monitoring and reporting.
- x **Payroll** co-ordination and processing of bi-weekly payroll, issuance of records of employment, T4's and other government reporting.
- x **Accounts Receivable** co-ordination of invoicing and payment collection for all accounts.
- x **Accounts Payable:** co-ordination of payment for goods and services.
- x **Accounting Activities** co-ordination of deposit and cash audits; bank and account reconciliations, auditing and processing journal entries and providing financial guidance and training within the College.
- x **Purchasing** co-ordination of procurement processes.

Primary Contacts

Jackie Dueck, Director of Financial Services

E505B, 1000 KLO Road, Kelowna, BC V1Y 4X8

Telephone: 250-762-5445, ext. 4366 (n)16.1 d(a)1235445)2.x.2.

Donna Potter, Controller

E505C, 1000 KLO Road, Kelowna, BC V1Y 4X8

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Facilities Management

Location

Kelowna Campus – Facilities Management (P Building – P108)

Overview of Services offered

- x Facilities Management is made up of several departments, all sharing a common goal of providing efficient customer-



Elaine Smith Manager
Safety, Security and Emergency Management
Ancillary & Business Services
P111B, 1000 KLO Road, Kelowna, BC V1Y 4X8
Telephone: 250-762-5445, ext. 5665 or (direct) 250-862-5665
Email: esmith@okanagan.bc.ca

Michelle DeYoung, Manager
Business Services
P111E, 1000 KLO Road, Kelowna, BC V1Y 4X8
Telephone: 250-762-5445, ext. 4786 or
(direct) 250-862-4786
Email: mdeyoung@okanagan.bc.ca



Jordan Perrey Director, IT Services
L104A, 1000 KLO Road, Kelowna, BC V1Y 4X8
Telephone: 250-762-5445, ext. 4541
Email:

Jake Block Manager of Infrastructure
D229A, 7000 College Way, Vernon, BC V1B 2N5
L104, 1000 KLO Road Kelowna, BC V2Y 4X8



Office of the Registrar

Location

Kelowna Campus – Student Services Building (S109)

Overview of Services offered

The Office is responsible for student recruitment, student education records, admission and registration procedures for all students (excluding Continuing Education outside of Kelowna)LBodyTj0 Tc 0318Tw 3.54TC2()TjE8



Mehgan Cabrera, Associate Director
Recruitment & Enrolment Management
Telephone: 250-762-5445, ext. 4471
Email: mcabrera@okanagan.bc.ca
Website: [Office of the Registrar](#)



International Education

Location

Kelowna Campus – Centre for Learning

Overview of Services offered

- x The International Department provides a wide variety of program and services designed to promote an international perspective in the teaching, research and service functions of Okanagan College
- x The promotion of a global perspective in the classrooms and a multi-cultural environment on all of the campuses is one of the main goals of the department
- x Programs/Services
- x Cultural Adjustment and orientations
- x Study Abroad – Inbound and Outgoing Exchange programs
- x Short Term study opportunities
- x Cultural and recreational activities
- x Homestay program
- x Medical insurance information
- x Overseas development projects
- x World-wide recruitment and marketing endeavours
- x Peer Mentoring program
- x Cultural Liaison support
- x International Student Education Advising
- x International Student Immigration Advising

Primary Contacts

Gordon Shuster, Director

Telephone: 250-762-5445, ext. 4543

Email: gshuster@okanagan.bc.ca

Leanne Foster, Executive Assistant

Telephone: 250-762-5445, ext. 4502

Email: lfoster@okanagan.bc.ca

International Education Office

Telephone: 250-862-5443

