



Policy:	O-5.1
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A. PROCEDURES

1. Eligibility Requirements for Outgoing Participants

College employees must have written approval of their Dean / Director to participate in an exchange. Proposals will not be unreasonably denied.

2. Eligibility Requirements for Incoming Participants

The College must be satisfied that the incoming applicant will be able to perform the duties and responsibilities of the position specified in the exchange opportunity.

B. GUIDELINES GOVERNING THE EXCHANGE PERIOD

1. Outgoing Participants

- a) The length of the exchange will not normally exceed one year. The exchange may be extended to a maximum of two years with the approval of the President or delegate.
- b) The College will continue to pay the regular salary, less normal deductions, and benefits, subject to the terms and conditions of employment and/or collective agreement provisions.
- c) Seniority and all benefits attributable to length of service will continue to accrue during the exchange period.

2. Incoming Participants

- a) Camosun College will not be responsible for paying the regular salary and benefits of employees coming to Camosun College on an exchange basis.
- b) Incoming exchange employees will be expected to adhere to the College's *Standards of Conduct* policy (see link) while working at Camosun College.
- c) The College will provide incoming participants the same access to opportunities and resources as it does for its own employees unless stated as an exemption in the Memorandum of Agreement (see below).

3. Cost of Living Adjustments

The College recognizes and understands the need for cost of living adjustments for employees on exchange. The College will provide cost of living adjustments to employees on exchange in accordance with the Memorandum of Agreement (see below).

5. Interpretation

Questions of interpretation of this policy or procedures will be referred to the Executive Director, Human Resources.

C. COLLECTIVE AGREEMENT REFERENCES

BCGEU Collective Agreement Article 10.1(e)

CCFA Collective Agreement Article 2.02, 10.03

CCFA Local Agreement Article 7.10

D. LINK TO RELATED POLICY

[O-5.11 Standards of Conduct](#)