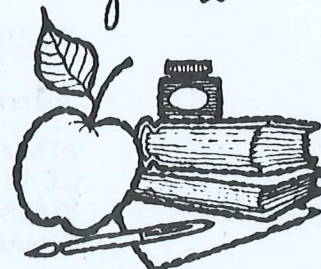


KING EDWARD TIMES

September



VOLUME VI, No. 21

September 5, 1980

COLLEGE BOARD MEETING

The next meeting of the Vancouver Community College Board is scheduled for next Wednesday, September 10th at 7:00 p.m. in the Board Room at the Regional Offices, 675 West Hastings Street (6th floor).

H.E.P.

CHANGES OF ADDRESS AND TELEPHONE NUMBER

If, for any reason, you change your name, address or telephone number, please inform Ms. McClure immediately. (This information will be kept confidential).

S.M.



CHAIRMAN - COLLEGE FOUNDATIONS DIVISION

Welcome back, Ron Fussell!

After more than a year involved in academia at the University of Victoria and serving our political lords and masters in the Ministry of Education, Ron returns to reality at King Edward Campus.

Thank you, Miriam Bennett!

After a year gracing Ron's office, Miriam returns to the most important activity of an instructor at King Edward Campus, enhancing students' learning activities in the classroom.

Not only has Miriam graced Ron's office, she has applied all the charm, wit, diligence, intelligence and stamina at her command to make sure that she did a memorable job as Acting Division Chairman.

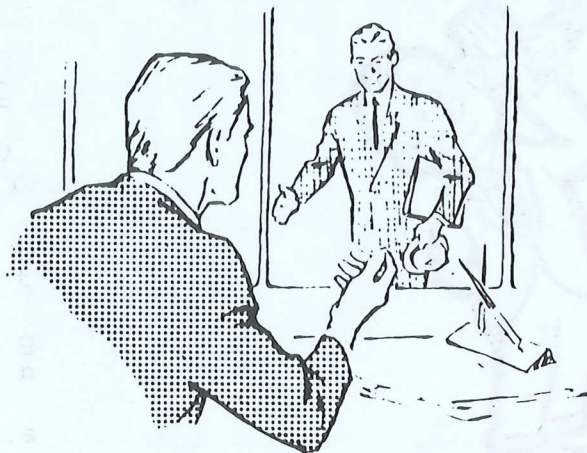
R.F.C.

OFFICE CHANGES

In order to enable Ron Fussell to assist in the minutiae of College Foundations on-going registration, he and I have exchanged offices and, for at least the time being, telephone locals. Mine is now local 26 and his is 21.

Please feel free to visit me at my new location.

R.F.C.



PROCEDURE REGARDING ABSENCE OWING TO
ILLNESS IN EXCESS OF TEN (10)
CONSECUTIVE DUTY DAYS

Faculty are reminded that the following procedure MUST be followed when absent for duty in excess of ten (10) consecutive duty days.

These forms are really quite simple and require very little time to complete. However, without them, or lacking any one of them, it is difficult to ensure that all possible help and protection is extended to the instructor concerned.

1. A "Notification of Long-Term Absence" form must be completed, indicating the date of commencement of absence and the reason for such absence. (This form can be completed in advance in cases where surgery is scheduled, etc.)

Please note that computation of sick leave credits, initiation of insurance coverage, etc., cannot be undertaken until the above form is received in the Campus Principal's office.

If, after receipt of this Notification and computation of sick leave credits, it is discovered that these sick leave credits will expire before the anticipated return to duty, a Request for Personal Leave of Absence (without pay) must then be requested by the instructor concerned, and, at that time, the salary indemnity plan will go into effect.

2. A "Notice of Intention to Return to Duty" must be completed and submitted to the Campus Principal before any scheduled return to duty. This notice should be submitted to the Campus Principal well in advance of the anticipated return. (It is suggested that one month's notice be provided by instructors on leave for six months or longer, and at least one week's notice by those instructors absent for less than six months.)
3. A "Certificate of Fitness to Resume Instructional Duties" must be completed by the instructor's personal physician and forwarded to the Director of V.C.C. Health Services. Before an instructor may return to duty, this Certificate must be accepted by the Director of V.C.C. Health Services. Until this Certificate has been approved and the notification of approval forwarded to the Campus Principal, an instructor may not resume duty.

Forms are available from the file clerk in the main office or through the Principal's office.

S.M.

BJRT WORKSHOP

An inventory of tools and supplies in the BJRT Workshop is being taken and already it seems certain that enough of both are missing to cause concern. Because the instructor is to be held responsible for tools and supplies in future and because the department feels that extra-curricular use of the workshop impedes and impairs instruction, all use of this facility by people other than the workshop instructor and authorized students must cease immediately.

H.E.P.

HOLIDAYS

Peter Littleboy is on holiday until September 19th (inclusive). Starr Owen is acting on Peter's behalf while he is away.

S.O.

POSITION OPENINGS

V.C.C./V.V.I. requires a Clerk III to act as Assistant Officer Manager. Closing date for applications is September 10.

V.C.C. Continuing Education requires a Health Programmer. Closing date for applications is September 22.

V.C.C. Langara Campus requires a Secretary II for the Dean of Instruction. Closing date for applications is September 8.

For details on the above positions, please see bulletin boards.

H.E.P.

K.E.C. FACULTY/STAFF ACTIVITIES

Johnstone, J.

P.D. - "Chemistry in the 80's";
SFU, Burnaby

Nov. 21,22