Finding Your Way

CAMOSUN

2015–2016
Employee Handbook

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This Employee Handbook can be accessed online through the Human Resources Intranet site at:
http://intranet/_hr_/employee_resources/new-to-camosun.php

Please note: Website addresses in this manual preceded with "Intranet" are only accessible by employees. Additional logon information is required to access this site from an external location.

Territorial Acknowledgement and Welcome

We seek knowledge in these territories

Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Lkwungen (Esquimalt and Songhees), Malahat, Pacheedaht, Scia'new, T'Sou-ke and WSÁNEĆ, (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples.

We acknowledge our traditional hosts and honour their welcome and graciousness to the people who work here.

Welcome from the President

For more than 40 years Camosun has built a strong and well-deserved reputation for our focus on our students, our quality programming, our highly professional faculty and staff, and our accessibility and community-mindedness. Whether this is your first year at Camosun or you are returning to continue your studies, I hope your year is filled with thought provoking information, interesting experiences and the beginning of new relationships.

Your post-secondary years will open up so many possibilities! I encourage you to make the most of your time here – we are here to help you succeed and transition to the next phase of your life. Your Camosun experience need not be limited to the classroom; be sure to take advantage of the wide range of support services available to you – academic advising, libraries, career resources, writing and math labs, recreation and more.

As I get to know Camosun staff and students, one thing is very clear – people are so happy to be here and are incredibly proud of the academic and personal life-changing experiences that occur at Camosun College every day.

We have many exciting programs and projects; I look forward to working with you – our learners, our colleagues, our community – as we move ahead toward a better future for all.

Sherri Bell
President, Camosun College • 250-370-3408

Welcome from Human Resources

You are joining us at an exciting and challenging time!. It is our people – our students and staff – who make Camosun such a dynamic organization.

Because our employees are committed to making Camosun a great college, we believe we have a competitive advantage over other employers. Our Vision -- "Inspiring Lives. Canada's college of life-changing learning" can only be realized because of Camosun's greatest asset – our dedicated employees. Our Mission, "We build a better tomorrow by providing outstanding and relevant learning experiences, valued credentials, and life-long student success" is our reason for being.

Our passion is ignited by our enthusiasm for what we do and in knowing we are a college of choice for study and work, an organization with student and employee well-being at its core, and an institution dedicated to its vision. The learning, service and leadership values describe what we believe in and guide our decision-making. The four pillars promote respect, diversity, excellence, leadership, collaboration, innovation, community engagement, entrepreneurship and professional renewal. Our personal and educational standards are high; we deliver and take pride in our accomplishments!

A comprehensive "People Plan" was recently developed which is intended to enhance employee services, address recruitment challenges, consider work/life balance expectations and better position the college as an employer of choice. By linking our strategic human resource goals to Camosun's organizational goals, we can ensure we have the right people, with the right skills, in the right jobs, at the right time while continuing to develop our people. The People Plan is a strategic investment in the future.

Everyone leads at Camosun College; people are engaged and enthusiastic; they recognize the difference an individual can make to students and colleagues. On joining Camosun College, you become part of the larger Camosun family. You will appreciate that everybody knows your name and you will be assured that your work counts.

Camosun College just keeps getting better. We include you when we say our people make us great. We're delighted you're here and welcome your contribution to the success of our students, staff, and organization.

Barbara J. (Barb) Severyn
Executive Director, Human Resources • severynb@camosun.ca

About Our College

Camosun's History

Camosun College is located in and around the traditional territories of Lekwungen (Songhees); Esquimalt; WSANEC (consisting of Pauquachin, Tsartlip, Tsawout, and Tseycym); Sca'new; T'Sou-ke; and Malahat peoples.

The college enrolled its first students in September 1971 when it opened as a two-year institution offering university transfer, vocational and upgrading courses to the residents of southern Vancouver Island.

The roots of the college reach back as far as 1914 when the Young Building was built as Victoria's first Normal School on part of a seven and a half acre plot belonging to the Hudson's Bay Company. The school's enrolment at that time was about 275.

During the war, the Young Building was converted into a military hospital. In 1946, the building was returned to its original function. This time, however, it was shared by the Normal School and by Victoria College which became united in 1955.

In 1967, the Normal School and Victoria College moved to the site of the Gordon Head Campus of the University of Victoria and the Institute of Adult Studies was established by the Greater Victoria School Board. The Institute of Adult Studies made its home in the Ewing Building and became the first centre in Canada to offer daytime courses for adults wishing to upgrade to high school graduation.

From the inception of the Institute, local interest in a community college grew. On October 9, 1970, Victoria residents voted in favour of establishing a college, and soon plans for "Juan de Fuca" College were underway. The provincial government formally approved the college on October 27, 1970.

In 1971, the college councilors voted on a name change, and "Camosun" (pronounced Cam-O-sun) was chosen, as it was an early name for Victoria. It is originally a Lekwungen (Songhees) name for an area of Victoria "where different waters meet and are transformed."

By September of 1971, the final steps toward the realization of a college were taken when Camosun (Lansdowne campus) and the BC Vocational School (Interurban campus) merged to become BC's ninth community college.

Today, Camosun College celebrates 40 great years of excellence in education and service to its community and is one of the leading community colleges in the province.

Camosun College Young Building, circa 1950s

Camosun - Quick Facts

Camosun College is one of the most comprehensive colleges in BC, serving more than 18,000 learners a year in certificate, diploma, bachelor degree, post-degree and continuing education programs.

Educator

- Over 18,000 academic, technical and continuing education students attend Camosun each year.
- Last year we welcomed more than 1,100 Aboriginal students from 50 Nations including Métis and Inuit groups.
- International enrolments are at an all-time high at over 1,160 students from 40 countries, up 79% in two years
- 94% of Camosun students were satisfied or very satisfied with their education in 2014/15
- 86% of recent Camosun grads stay in our region to live and work.
- 97% of recent Camosun grads stay in our province to contribute to our economy.

Employer

- More than 900 full-time faculty, staff and administrators work at Camosun.
- The equivalent of 1,855 full-time jobs within the province are supported through Camosun-related spending.
- Camosun's expenditures on labour and non-labour operations directly injects $82.1 million into the local economy each year.
- Camosun's regional capital expenditures provide a $1.9 million impact in household income for the region.

Contributor

- Through the Camosun College Foundation, our community has the opportunity to inspire learning and positive change. Last year, individuals, businesses and corporations gave close to $1.5 million and helped us provide awards and bursaries to more than 1,100 deserving students, purchase new classroom equipment and expand library holdings.

Economic Driver

- For every government dollar invested, Camosun returns $5 of taxpayer financial support.
- Through curriculum and applied research activities, combined with employee, student and college spending, Camosun has a total annual economic impact of over $900 million regionally and $1 billion provincially, making it one of the 10 largest organizations in our region.

Note: Figures as per 2013/14 Accountability Report

Camosun College Board of Governors

The Board of Governors is the highest level of administrative authority at Camosun College. The composition and scope of responsibilities of the Board are set out in the College and Institute Act. Participation on the Board is voluntary and members consist of: those selected to represent faculty, students, and support staff, the college President, the Chair of the Education Council, and eight members of the public appointed by the Lieutenant Governor in Council.

2015-2016
Camosun College Board of Governors

(at time of printing)

Government Appointed Members

Mr. Stephen Chang
Ms. Ciny Choi
Mr. Nigel Giuliany
Mr. William (Bill) Gyles
Mr. Russell Lazaruk
Mr. Ron Rice
Ms. Laylee Rohani

Elected Members

Ms. Jennifer Erwin
Mr. Chris Marks
Ms. Shayli Robinson
Ms. Nancy Sly

Ex officio

Ms. Sherri Bell, President
Ms. Cynthia Wrate, Chair of Education Council

Camosun College Executive Team

The College Executive Team is responsible for the overall administration of Camosun College.

Members are:
Sherri Bell, President
John Boraas, Vice President, Education
Deborah Huelscher, Interim Chief Financial Officer and Executive Director, Finance
Tom Roemer, Vice President, Strategic Development
Barbara J. (Barb) Severyn, Executive Director, Human Resources
Joan Yates, Vice President, Communications, Advancement & Planning

Our Vision, Mission and Values

Vision

Inspiring lives.

Canada's college of life-changing learning.

Mission

We build a better tomorrow by providing outstanding and relevant learning experiences, valued credentials, and life-long student success.

Values

Our Learning Values

- We value life-long learning.
- We value self-directed and collaborative learning experiences.
- We value the practitioner of knowledge.
- We value flexible and accessible learning.

Our Service Values

- We value excellence in our service to students and communities.
- We value the continuous improvement of our services and programs.
- We value collaboration across the college.

Our Leadership Values

- We value the development of leaders.
- We value intelligent risk taking.
- We value creativity, innovation and imagination.
- We value the courage of the change agent.

Pillars

Our pillars flow from the values, vision and mission and are our over-arching goals.

- Life-changing Learning
- Culture of Excellence
- Engaged Community
- Sustainable Results

Camosun's Strategic Plan 2011 -2014

Camosun's current Strategic Plan "Inspiring Lives" was developed through an extensive consultation process with reference to the changing needs of the community and received approval from the Board of Directors in June 2011. Inspiring Lives charts a new and challenging course for the College as we continue to lead the way in providing life-changing learning experiences to our students.

A complete version of Inspiring Lives can be viewed at: http://www.camosun.ca/documents/about/policies/strategic-plan-2011.pdf

We are a Community Partner

- Camosun employees donated almost $85,000 to the United Way Campaign in 2014.
- Dental Assistant and Dental Hygiene students provide dental health services to more than 1,300 members of the community each year.
- Camosun's Contract Training Services provide custom-designed, on-site educational programs and services to local and global organizations.
- Camosun Co-operative Education students offer their skills to more than 260 local, national and international employers each year.
- 400 local alumni, business leaders and professionals sit on advisory committees to review Camosun's career and technical programs and provide advice on future employment trends.

Camosun College Foundation

The Camosun College Foundation provides opportunities for businesses, organizations, foundations, community service groups and individuals like you to become involved in the future of post-secondary education and in the well-being of our students. As a donor, you can designate your gift to benefit one or more areas of your choosing, or make an unrestricted donation so that the funds will be used where the need is greatest.

Each year, through the generosity of our donors, the Foundation supports over 1,200 students through bursaries, scholarships and awards funding. In addition, the Foundation provides fundraising support for special capital campaigns; classroom, lab and workshop equipment and material requests including gifts-in-kind; and other college needs such as library acquisitions.

For more information about the Camosun College Foundation and how you can make a difference to Camosun students now and into the future, visit us

» 250-370-4233
» www.camosun.ca/foundation

Education Council

The Education Council is a legislated body established under the College and Institute Act. The purpose of the Council is to provide leadership and decision making for the college in the areas outlined in the College and Institute Act (Section 24), such as setting policies concerning examinations and evaluation of student performance, setting criteria for academic standing, academic standards and the grading system, and setting curriculum content for courses leading to certificates, diplomas or degrees. The Council also acts in an advisory role to the Board as outlined in Section 23 of the Act, and has joint approval with the Board in the area of articulation as outlined in Section 25 of the Act.

By far, the greatest area of focus for the Education Council is in the area of curriculum approval. The Council has established curriculum standards and continually monitors them to ascertain that they are maintained. Camosun has an outstanding reputation for quality curriculum.

The membership is elected and consists of four students, ten faculty members, two support staff and four appointed educational administrators. The Education Council is administered through the office of the Vice President of Education, Interurban Campus.

The mandate of the Council is to ensure that Camosun students are provided with quality educational experiences, and that Camosun graduates are recognized for their contemporary and relevant educational backgrounds. This mandate is enacted through two key responsibilities: establishing educational standards and advising the Board on educational policy.

» 250-370-4690
» http://camosun.ca/about/education-council/index.html

Campus Information

Lansdowne Campus

3100 Foul Bay Road
Victoria, BC V8P 5J2

Lansdowne campus is located high on the corner of Lansdowne and Foul Bay roads, offering spectacular views of Victoria and the Olympic mountains.

Each semester, Lansdowne campus serves close to 5,000 students enrolled in university transfer, college preparatory and access programs, as well as career programs in arts, science, business, health and human services.

The campus facilities are surrounded by scenic tree-lined grounds. Of specific note is the Native Plant Garden located next to the Wilna Thomas building on the east side of campus. This garden provides explorers the opportunity to walk through a Garry Oak ecosystem and a Coast Forest ecosystem which coexist beside one another.

The Alan Batey Library, opened in 1991, is located prominently in the centre of the campus and is also the location of Lansdowne's AV department.

The Dental Health Education Centre, opened in 1990, stands opposite the Library.

The Wilna Thomas Building and its adjoining Cultural Centre celebrate Aboriginal art and culture.

Located near the Wilna Thomas Cultural Centre is the newest facility on campus, Na'tsa'maht, a Salish phrase meaning unity or working together as one. The beautiful Aboriginal Gathering Place – resembling a huge cedar hat – provides a welcoming location for Camosun's Indigenous programs to host circle seminars and Elders' teachings.

The Isabel Dawson building is the centre for most student services including Recruitment and Admissions, Registration, Academic Advising, Financial Aid & Awards, Assessment, and Counselling.

The Young Building is the oldest building at Lansdowne campus dating back to 1914 when it was built as Victoria's first Normal School on part of a seven-and-a-half acre plot belonging to the Hudson's Bay Company. Today, the Young Building is home to classrooms, visual arts labs and offices. The lower floor of the Young building is where you will find Lansdowne's Recreation and Athletics department complete with workout facilities, exercise areas, and change rooms/showers. This building also houses the Gibson auditorium, complete with grand piano.

The Fisher Building houses the campus bookstore and cafeteria, as well as many classrooms, labs and offices for nursing, biology, physics, chemistry, and other disciplines. The Ewing Building - connected by an overhead walkway to the Fisher Building - is where you will find the Access Programs and Eyēʔ Sqʔʼlewen main office as well as classrooms, computer labs, and the main offices for Camosun's Information Technology Services.

The Paul Building and Richmond House also provide space for classrooms, labs and offices, while the Child Care Centre provides care for 24 children, ages 19 months to 5 years, on campus. In the southeast corner of the campus, the Dunlop House serves as a lovely heritage setting for the Hospitality Management program's student-operated restaurant. Reservations are recommended!

» http://camosun.ca/about/campus-maps.html

Interurban Campus

4461 Interurban Road
Victoria, BC V9E 2C1

Located in Saanich, the Interurban campus enjoys a rural, country-like setting, while being only a 15-minute drive from downtown. More than 5,000 students attend classes in trades, technology, business or access programs at Interurban campus.

Conveniently close to Interurban Road, the Campus Centre is the first point of entry for people seeking information about Camosun programs and services. The Campus Centre houses Recruitment and Admissions, Registration, Academic Advising, Financial Aid & Awards, Assessment, Counselling, and a number of administrative offices, meeting rooms, and classrooms.

On the courtyard side of the building, the attractive clock-tower faces a totem pole carved especially for Camosun by Richard Hunt as part of the 1994 Commonwealth Games legacy.

Central to the campus sits the Helmut Huber Cook Training Centre, where the campus community enjoys nutritious and reasonably-priced meals for breakfast and lunch, prepared by students in the Culinary Arts program. In the evening, the Classroom Restaurant provides a delightful gourmet dining experience prepared and served by chefs-in-training.

On the north end of the campus, the Jack White and John Drysdale buildings house most of Camosun's trades programs. Several foundation, apprenticeship, pre-employment and upgrading programs operate year-round, all providing an effective mix of in-class learning and hands-on shop work.

Atop the hill, overlooking the campus, you'll find the Technology Centre and the Centre for Business and Access. Joined together in the middle, these buildings provide a welcoming atmosphere for students, with plant-filled atriums and interesting architecture.

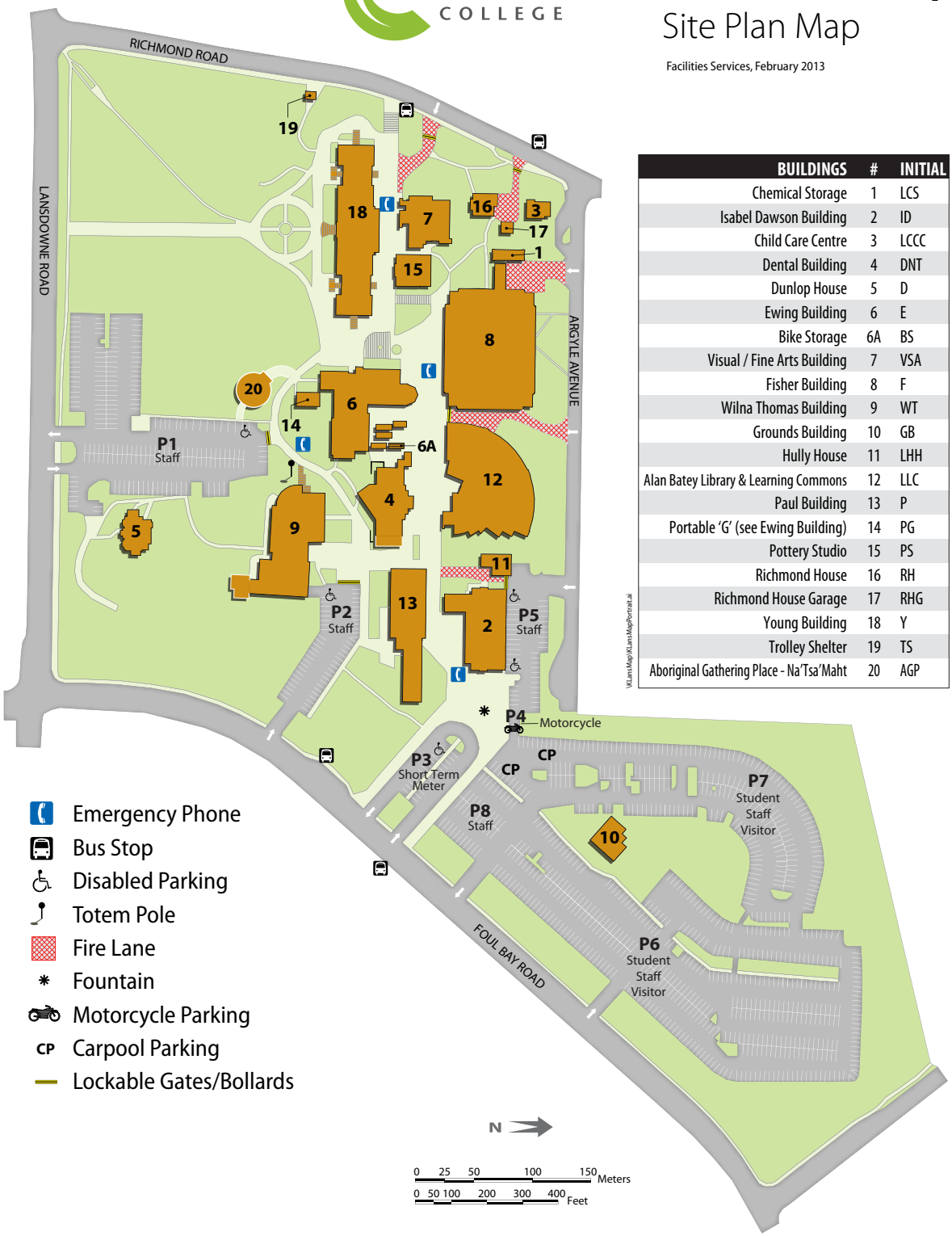
In the campus Childcare Centre, full-time care is provided for 40 infants, toddlers, and preschoolers. The Childcare Centre is surrounded by natural woodlands, fields, and walking trails.

Behind the campus sits the Vancouver Island Technology Park, providing easy access for Camosun faculty and students entering into partnerships with local industry and research projects.

» http://camosun.ca/about/campus-maps.html

Lansdowne Campus
Site Plan Map

Facilities Services, February 2013



BUILDINGS	#	INITIAL
Chemical Storage	1	LCS
Isabel Dawson Building	2	ID
Child Care Centre	3	LCCC
Dental Building	4	DNT
Dunlop House	5	D
Ewing Building	6	E
Bike Storage	6A	BS
Visual / Fine Arts Building	7	VSA
Fisher Building	8	F
Wilna Thomas Building	9	WT
Grounds Building	10	GB
Hully House	11	LHH
Alan Batey Library & Learning Commons	12	LLC
Paul Building	13	P
Portable 'G' (see Ewing Building)	14	PG
Pottery Studio	15	PS
Richmond House	16	RH
Richmond House Garage	17	RHG
Young Building	18	Y
Trolley Shelter	19	TS
Aboriginal Gathering Place - Na'Tsa'Maht	20	AGP

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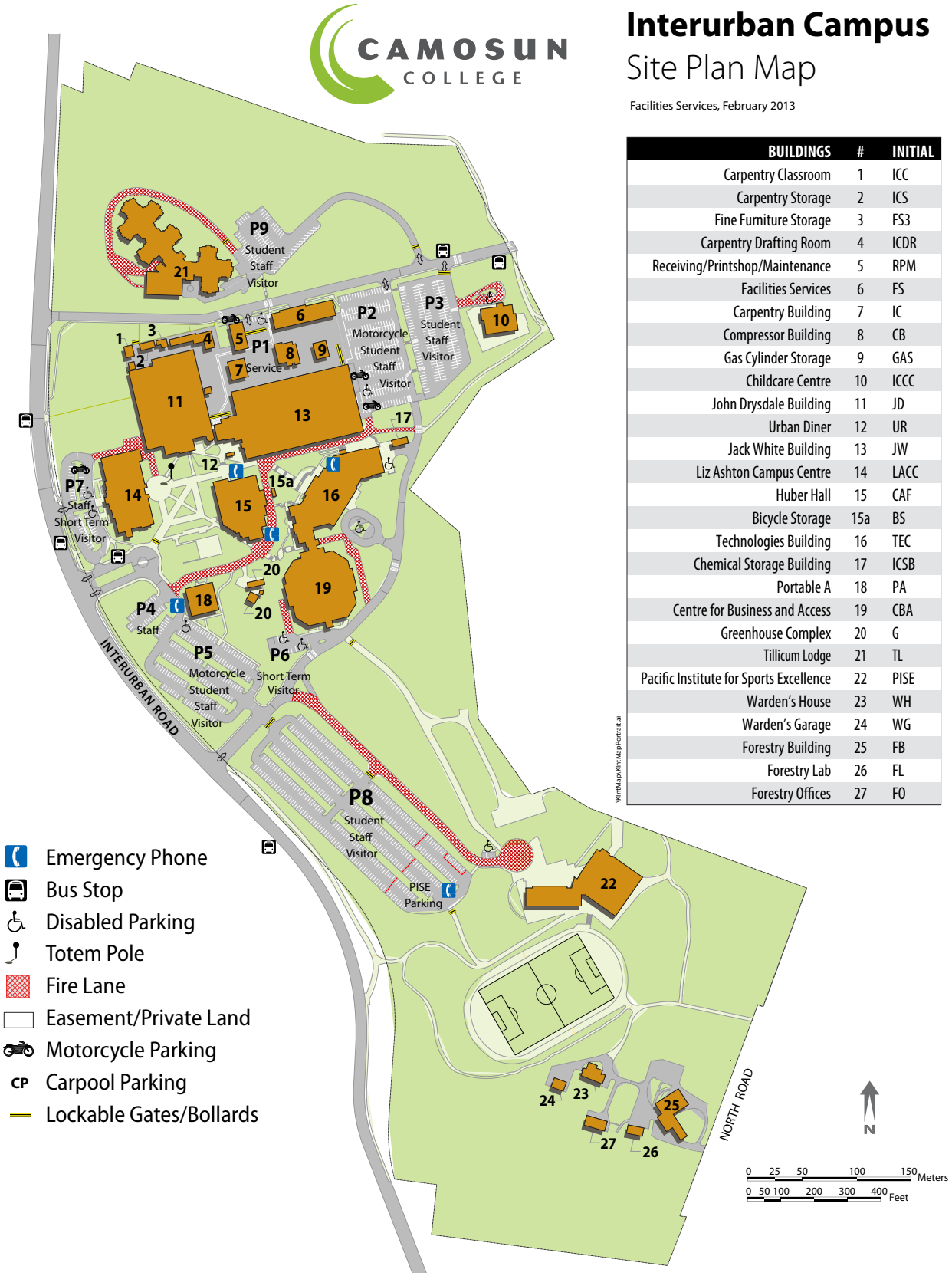
- Emergency Phone
- Bus Stop
- Disabled Parking
- Totem Pole
- Fire Lane
- Fountain
- Motorcycle Parking
- CP Carpool Parking
- Lockable Gates/Bollards

Interurban Campus
Site Plan Map

Facilities Services, February 2013



BUILDINGS	#	INITIAL
Carpentry Classroom	1	ICC
Carpentry Storage	2	ICS
Fine Furniture Storage	3	FS3
Carpentry Drafting Room	4	ICDR
Receiving/Printshop/Maintenance	5	RPM
Facilities Services	6	FS
Carpentry Building	7	IC
Compressor Building	8	CB
Gas Cylinder Storage	9	GAS
Childcare Centre	10	ICCC
John Drysdale Building	11	JD
Urban Diner	12	UR
Jack White Building	13	JW
Liz Ashton Campus Centre	14	LACC
Huber Hall	15	CAF
Bicycle Storage	15a	BS
Technologies Building	16	TEC
Chemical Storage Building	17	ICSB
Portable A	18	PA
Centre for Business and Access	19	CBA
Greenhouse Complex	20	G
Tillicum Lodge	21	TL
Pacific Institute for Sports Excellence	22	PISE
Warden's House	23	WH
Warden's Garage	24	WG
Forestry Building	25	FB
Forestry Lab	26	FL
Forestry Offices	27	FO

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- Emergency Phone
- Bus Stop
- Disabled Parking
- Totem Pole
- Fire Lane
- Easement/Private Land
- Motorcycle Parking
- CP Carpool Parking
- Lockable Gates/Bollards

Schools and Education Departments

School of Access

Ian Humphries, Dean

As our name suggests, the School of Access opens doors for students. Programming areas include academic upgrading from basic literacy to the equivalent of high school level English and math, English as a second language, career exploration, and non-academic, entry-level employment training. Upgrading is available on both campuses and in partnership with six community-based organizations. Learning support, including tutoring, is provided within programs and at help centres on campus and at community partnership sites.

» 250-370-3295
» http://intranet/sof/
» www.camosun.ca/access

School of Arts and Science

Dominic Bergeron, Dean

In the School of Arts and Science students begin university studies, obtain hands-on career training, or complete an Arts & Science Studies diploma or Associate Degree in a learning environment committed to student success and instructional excellence. Dedicated and experienced faculty members encourage academic and personal growth.

» 250-370-3298
» http://intranet/_as_/
» www.camosun.ca/as

School of Business

Richard Stride, Dean

The mission of the School of Business is to develop graduates by providing them with the knowledge, skills and values necessary to be successful in a changing business environment.

» 250-370-4565
» http://intranet/_bus_/
» www.camosun.ca/learn/school/business/

School of Health and Human Services

Cynthia Smith, Dean

The School of Health and Human Services (HHS) prepares learners for holistic practice as caring professionals on health care teams and in human services agencies. The School offers a broad range of certificates, diplomas and a post-degree diploma. HHS partners with the University of Victoria on a Bachelor of Science in Nursing degree and provides numerous health and human service related continuing education courses

» 250-370-3161
» http://intranet/hhs/
» www.camosun.ca/learn/school/health-human-services/

School of Trades and Technology

Eric Sehn, Dean

The School of Trades and Technology provides comprehensive training in the fields of industrial trades and services as well as engineering technology. Its programs form the basis for careers as Inter-Provincial Journeymen, Certified Technicians and Applied Science Technologists, and provide bridging and laddering opportunities for life-long learning.

» 250-370-3822
» http://intranet/tt/
» www.camosun.ca/learn/school/trades-technology/

Eyēʔ Sqâ'lewen

Ian Humphries, Co-Leader
Janice Simcoe, Co-Leader

Eyēʔ Sqâ'lewen The Centre for Indigenous Education & Community Connections (IECC) offers support services and delivers programs for Aboriginal students. It also supports other Indigenous programs and courses across the college. IECC provides links between Camosun College, students, local Aboriginal organizations and First Nations communities, and leads projects that enhance Aboriginal student success and support Aboriginal community development. IECC's new name was announced during a Naming Ceremony September 26, 2014.

» 250-370-3299
» http://intranet/iecc/
» http://camosun.ca/learn/school/indigenous-education-community-connections/

Centre for Sport and Exercise Education

Richard Stride, Dean

In collaboration with the Pacific Institute for Sport Excellence (PISE), the visionary nexus of educational programming, athletic excellence, research and community outreach, the Centre for Sport and Exercise Education is delivering a series of innovative, integrated, cooperative, and flexible academic programs. These programs are strongly connected to the pursuit of active lifestyles, athletic excellence, and – of equal importance – they are responsive to the national health agenda and the immediate needs of the community.

Diplomas in Exercise and Wellness and Sport Management, focusing on adoption of active lifestyles and sport participation, as well as the newly developed Diploma in Sport Performance creating academic foundation for professional athletes furthering their career. Our two degrees in Athletic and Exercise Therapy, and Sport and Fitness Leadership are the cornerstone of our Centre.
These baccalaureate programs are addressing the preventive and rehabilitative aspect of sport injuries and chronic disease management as well as the development of a unique and holistic sport development framework that will fuel Canada's sport performance, build a healthier nation and develop role models to inspire physical literacy. The Centre for Sport and Exercise Education is an international forerunner bringing sport and exercise education, athlete development, and community programming under one roof.

» 250-220-2550
» http://intranet/csee/
» www.camosun.ca/learn/school/sport-exercise-education/

Divisions, Departments, and Services

Campus Community Services

Kathryn Le Gros, Director

Campus Community Services provides service to the Camosun Community that supports the academic mission, maximizes the experience on campus, and generates revenue to offset other programs and services.

Campus Community Services at Camosun College includes Camosun's Child Care Services, Bookstores, Imaging and Print Services, Environmental Sustainability, Food Services, Facility Rentals, Vending, and Transportation and Parking.

You are encouraged to support these and other business operations on campus, so that money remains on campus. That money supports other valuable programs and services on campus

» 250-370-3871
» http://intranet/_ancillary_/
» www.camosun.ca/services/ancillary/

Bookstore

(Campus Community Services)

Jeff Wiggins, Manager, Bookstore, Print and Graphic Services

There is a bookstore located on both the Lansdowne and the Interurban campus. The bookstores stock all the required textbooks and supplementary materials for courses offered through the college and a wide range of general book titles. In addition, the bookstore offers a variety of extras for the Camosun community including: newspapers, Camosun gifts and clothing, greeting cards, stamps, snacks, and beverages. Employees of the college receive a 20% discount on all Camosun merchandise (items with Camosun name and/or logo). Please present your college business card, college ID card, or name tag to receive your discount.

Bookstore Hours	Lansdowne	Interurban
Location:	Fisher Building	Campus Centre
Mon-Thurs	8am-6pm	8am-6pm
Fri	8am-4pm	8am-4pm
Sat & Sun	Closed	Closed
Bookstore hours are subject to change. Please check for reduced hours/holiday closures.		

» Lansdowne 250-370-3080
Interurban 250-370-4080
» http://intranet/bookstore/

Shop online at: www.camosuncollegebookstore.ca

Camosun Applied Research & Innovation

Tim Walzak
Director

Camosun Applied Research and Innovation (CARI) provides applied research support through grant writing, promotion, communications, administration, project management, ethics review, and the coordination of many college-industry partnerships. Success in achieving both Sciences and Engineering Research Council (NSERC) and Social Sciences and Humanities Research Council (SSHRC) eligibility has enabled Camosun to be a leader in B.C. in research and innovation initiatives. These funds along with other grants are leveraged with industry contributions to enhance the student experience by providing both faculty and students with exposure to cutting-edge technologies and innovative projects with Industry partners. Many students gain valuable, industry-relevant skills which makes them more employable when they graduate. CARI currently has three areas of expertise (1) The Camosun Technology Access Centre (CTAC), delivers advanced manufacturing and prototyping through its expertise, engineering technology, and precision equipment to support innovation for the wider community. (2) The Sports Innovation Centre (SPIN) provides design and engineering services related to sensor development innovations for high-performance athletes and health-adoptive technology. (3) Applied Chemistry and Biotechnology Research Centre provides scientific expertise and technology to help support innovation for community partners.

» 250-370-4689
» http://camosun.ca/about/research/

Camosun Chargers

Graham Matthews

Coordinator, Recreation and Athletics

This year, the Chargers enter their 22nd season of competition in the Pacific Western Athletic Association (PACWEST) and the Canadian Collegiate Athletic Association (CCAA) – the largest intercollegiate sport organization in Canada with 94 member institutions representing five regional athletic conferences.

Camosun currently fields teams in basketball, volleyball and golf. Since their inception to the PACWEST in 1994, the Chargers teams have qualified for 80 National and Provincial Championships and have achieved over 40 medal finishes. Over 350 Camosun student-athletes have earned awards in academic excellence and athletic performance.

In addition to carrying a full-time course load, each Camosun student-athlete is required to dedicate an average of 18 hours per week to practice and training. Fundraising and community involvement are also activities that the Chargers take part in.

The Chargers are proud to welcome competitors and fans to their multi-dimensional home in the Pacific Institute for Sport Excellence (PISE) on Camosun's Interurban campus. This incredible facility features a double court gymnasium with international height ceiling, large fitness centre with a high performance area, athletic therapy room, team rooms, change rooms, classrooms, sport research and innovation centre, erg centre and the Alex Campbell all-weather turf field.

» 250-220-2505
» www.camosun.ca/chargers

Find the Chargers on Facebook, Twitter and flickr:

» www.facebook.com/camosunchargers
» www.twitter.com/#!/CamosunChargers
» www.flickr.com/photos/camosunchargers

Camosun International

Geoff Wilmshurst, Director

Diana Shields, Associate Director

Camosun International is a business unit within the Strategic Development division. International Education is a significant and growing component of both the education profile and business of the college. Key activities include: marketing the college internationally, establishing international linkages for academic partnerships and exchanges, participating in international development projects, and organizing and supporting events that strengthen the international profile of the college.

» 250-370-3681
» www.camosun.ca/international

Child Care Services

(Campus Community Services)

Lisa Stekelenburg, Manager

Camosun College Child Care Services operate five licensed centres between both campuses. At the Interurban campus, we offer full-time care for infants, toddlers and preschoolers. At our Lansdowne campus, we offer full-time care for toddlers and preschoolers. We serve the Camosun community by providing quality child care for children of students, staff and faculty. Remaining spaces are filled by members of the community. Our centres also provide educational opportunities for students from relevant college/university programs in which they can complete observations, research, provide workshops, complete interviews, and obtain supervised practicum experiences.

Our centres are popular places and the demand for quality child care in Victoria is very high. We strongly recommend that you contact us as soon as you know that you will need child care on campus. Apply for child care online.

» 250-370-4880
» www.camosun.ca/services/child-care/

Communications, Advancement & Planning

Joan Yates, Vice President, Communications, Advancement & Planning

The Communications and Advancement office reports to the President and is responsible for the college's strategic communications planning and operations including internal and external communications, media relations, government relations, overall branding and general publications including the annual community report, alumni relations, donor relations, and, fundraising for equipment, capital projects and student financial assistance. In addition the department is responsible for marketing and events such as Open House and the Graduation Ceremony.

» 250-370-4269
» http://intranet/marketing/
» Alumni Relations: www.camosun.ca/alumni
» Foundation: www.camosun.ca/foundation

Co-operative Education and Student Employment

(Campus Community Services)

Danella Parks, Manager

The Co-operative Education and Student Employment department (CESE) provides service to all Camosun students and alumni. The Co-op side works with students participating in co-operative education and internships, while the Student Employment (SE) side provides individual career and job search assistance to all students and alumni. The Student Employment staff are also available to support instructors and programs with customized career information for students through activities such as in-class sessions on job search skills, targeted seminars on career-related topics, employer presentations, and career fairs. Student Employment also maintains an electronic job board for employment opportunities.

Co-op staff facilitates the Workplace Education Prep (WEP) seminar, a prerequisite for all co-op/internship work term courses, and works with students to find suitable work term positions. A wide variety of programs from the Schools of Arts & Science, Business, Trades & Technology and the Centre for Sport & Exercise Education offer co-op/internship opportunities which may be optional or mandatory depending on the program. Camosun has the largest college co-op program in BC and offers a uniquely flexible and integrated model designed to maximize the relevance of workplace education.

Throughout the year, CESE schedules mock interviews for students in the WEP workshops, relying heavily on Camosun staff and faculty to volunteer as interviewers. This can be your opportunity to help students develop important job search skills and allow them to practise before an interview panel in a simulated environment. Potential employers, local business and community folks are also invited to participate in these, among other, career-related workshops. If you are interested in participating, regardless of your position or department in the college, please contact either of our offices. How much time you commit is up to you – even as little as an hour is very helpful! The students truly appreciate and benefit from these simulated job search experiences.

If you area faculty member in a program area with co-op or internship opportunities, you can become further involved by acting as a Co-op Field Instructor, monitoring the students' learning, getting feedback from employers, and making on-site visits. Contact your school's Co-op and Internship Coordinator for more information.

Facilitating meaningful workplace experiences and helping students develop strong job search skills to transition from school to work is an important component of student and graduate success. The Co-operative Education and Student Employment department has an office on each campus. Please drop by to meet our staff and learn more about our activities and services.

» Lansdowne: Fisher Building, Room 128 / 250-370-4181
» Interurban: Campus Centre Building, Room 251 / 250-370-4410
» http://intranet/coop/
» www.camosun.ca/services/cooperative-education-student-employment/

Institutional Research and Planning

Dan Hodgson, Director

Institutional Research & Planning (IRP), provides educational research and statistical reporting for the college community and external audiences including government. IRP offers support in strategic information, provincial government reporting, survey research and planning, as well as assistance with research and information needs.

» 250-370-4544
» http://intranet/departments/ir/
» http://camosun.ca/about/institutional-research/

Employee Health

Nici Hubler,
Employee Health Coordinator

The Employee Health Coordinator is responsible for the case management of all illness/injury related absences including non-occupational health issues, WorkSafe BC claims, and short/long term disability claims. Other areas of responsibility include: providing guidance, advice, training, and information on the college's Employee and Family Assistance Plan, Medical Accommodation Protocol, Return to Work Plans, Attendance Awareness Program, and Benefits/Health Promotion programs and initiatives.

» 250-370-3015

Employee Wellness

Employee Wellness Assistant

The goal of Camosun's Healthy Together! wellness program is to provide education, opportunities, tools and resources aimed at improving the health and well-being of employees and fostering a healthy workplace culture. Healthy Together! represents the College's commitment to employee wellness and a healthy workplace. It is a collaborative partnership of several campus departments that strive to create a healthy campus community and work environment. Each year a variety of activities and events will be offered to challenge our muscles along with our grey matter! For further information, or to inform us of your ideas and suggestions for employee wellness, please contact us.

» healthytogether@camosun.ca
» http://intranet/_hr_/health_&_benefits/

Facilities Services

Ian Tol, Director
Brian Calvert, Associate Director

Facilities Services (FS) is responsible for all aspects of building, maintaining, cleaning and securing the physical assets of Camosun College. With two campus locations, this amounts to over 50 buildings (which is almost 1 million square feet of infrastructure) sitting upon 250 acres of land.

- With a team of over 60 people, Facilities plays a critical role in:
- Capital funded building projects and renovations.
- Acting as the point of contact for all enquiries that pertain to the physical property of the College.
- Identifying and coordinating the applicable FS department(s) for all work order requests and emergent issues.
- The daily operation and maintenance of all electrical, mechanical, plumbing, carpentry, heating, ventilation, air conditioning and building control systems.
- Ensuring that the cleanliness of all buildings is maintained while adhering to environmental and cost effective waste management processes.
- Providing support for many special events on campus which can include administrative coordination, extra custodial duties, pre/post venue setup and security.
- Maintenance of the campus grounds (mowing, litter and weed control, irrigation, planting, landscape construction and snow/ice removal during increment weather)
- Providing a safe and secure environment for all College community members and visitors of Camosun.
- Facilities utilizes a radio dispatch system on both campuses in order to provide an immediate dispatch and "safety-net" for our College community and visitors.
- Our team is supported by service contractors to ensure we have 24/7 coverage in regards to security, safety and operational related issues.
- Lost and Found - responsible for found property and assisting those that may have lost items.

Facilities Services maintains an office on each campus and any of their services can be accessed at either campus by:

» Emailing requests to
facilities@camosun.ca
» Visiting us at Lansdowne campus
Dawson Room 200
250-370-3041
or at the Interurban campus
FacilitiesServices Building
250-370-3889
» Weekdays from 8:00am to 4:00pm
» Calling our 24/7 Emergency Response number
250-370-3075 or by using any of the emergency blue phones located on campus.
» www.camosun.ca/services/facilities-services/

Finance

Deborah Huelscher, Interim Chief Financial Officer & Executive Director

The Finance department at Camosun is located in the Paul Building at the Lansdowne campus and provides budgeting, accounting, purchasing, and other financial services to both campuses.

250-370-3033
http://intranet/finance/

Fitness Centres

Meghan Lambeth,
Recreation and Fitness Coordinator

The Lansdowne and the Interurban campus offer fitness centres which are available for use – free of charge – to all employees and students (with a valid student card) of the college.

Services include:

- free fitness centre orientations
- free personal training for students with valid Camosun ID
- change rooms and showers
- use of day lockers (lock required)
- towel service
- fun contests!:

Location and hours:

Campus	Lansdowne	Interurban
Location	Y112 Young Bldg	CC114 Campus Centre
Hours:		
Mon-Thurs	7am-8pm	6:45am-6:00pm
Fri	7am-7pm	6:45am-5:00pm
Sat	11am-6pm	Closed
Sun	12-5pm	Closed
Fitness Centre access hours are subject to change. Please check for holiday closures.		

Instructional programs: Both campuses offer fitness/instructional programs which include: cardio classes, yoga, Pilates, dance, boot camps, and much more! Personal training with fully qualified trainers are available. Free for Camosun students! See website for non-student prices. Phone or drop by to book an appointment.

If you have a special talent you would like to share with others, why not become an activity instructor for the Recreation department? To discuss teaching opportunities, please contact Meghan Lambeth at the Lansdowne Recreation department: lambeth@camosun.ca

Drop-in sports / sports clubs: Drop-in sport activities are open to all current employees and students of the college.

Want to start up a recreational or competitive sports club? Information on how to form a club is available at your campus Recreation and Athletics office.

Equipment sign out: Basketballs, volleyballs, Frisbees, soccer balls, and more are available free for use during fitness centre hours of operation.

For up-to-date information, including schedules, rates and other information, see a Fitness Centre Attendant at either campus or go to:

» www.camosun.ca/rec
» 250-370-3602

Food Services

(Campus Community Services)

Aramark provides food services on both campuses. They have two outlets on each campus: the Campus Caf in the Fisher Building and By the Books Coffee Shop by the Library at Lansdowne; and Urban Diner on the hill by the Jack White Building and Java Express in the Technology building at Interuban. Aramark is the exclusive caterer for Camosun; please arrange your catering by contacting

Donna Burger: BurgerD@camosun.bc.ca or 250 370-3650.

Menus and nutritional information can be found on the website:

» http://camosun.ca/services/cafeteria/

Human Resources

Barb Severyn, Executive Director

The Human Resources Department is a centralized service to the College, schools and departments providing the full suite of human resources supports and services for: recruitment and retention, onboarding and orientation, recognition, diversity, organizational and people development, engagement, collective bargaining and contract interpretation/administration, respectful workplace and human rights, performance management, policies, health, wellness and safety, terms and conditions and compensation. Human Resources is also responsible for developing and maintaining proactive employee relations and labour relations strategies. The department works in partnership and serves as a consultant to assist managers and supervisors successfully fulfill their roles and deliver their programs.

» 250-370-3004
» http://intranet/_hr_/
» www.camosun.ca/about/careers

Information Technology Services (ITS)

Laura-Lea Berna, Chief Information Officer

IT Services provides a full range of technology services to the college community including: audio visual services, client services, distributed print services, systems and network administration, infrastructure and software services, telephone services, and web development.

» ITS Service Desk: 250-370-3064
» http://intranet/departments/its/

Learning Services

Centre of Excellence for Teaching and Learning (CETL)

Sybil Harrison, Director

The Centre inspires and promotes innovation and excellence in curriculum , teaching and all aspects of learning. Specific services provided by CETL staff include support for:

- Curriculum Development
- Education Approvals Assistance
- Educational Leadership Development
- Mentoring and Coaching
- On-line Learning
- Program Review and Renewal
- Research (Scholarship of Teaching & Learning)
- Teaching Development

» http://web.camosun.ca/cetl/

Library

Sybil Harrison, College Librarian

	Lansdowne	Interurban
Website General Email	www.camosun.ca/library library@camosun.ca	
Library Services Desk	250-370-3619	250-370-3828
Research Help Desk	250-370-3622	250-370-4630
Reserve Collection	250-370 – 3525 lanreserve@camosun.ca	250-370-4522 intreserve@camosun.ca
Video Bookings	250-370-3607 media@camosun.ca	250-370-4532 intmedia@camosun.ca

Camosun Libraries provide services to students, and to faculty, departments and the schools, through full-service facilities on each campus, and online through the website, electronic catalogue and numerous online databases for books and periodicals. Camosun libraries contain over 75,000 titles, and offer group study rooms, over 300 student study spaces and a growing number of open-use computer stations. Services include the loaning of books, magazines and videos, inter-library loan, library and information navigation instruction, reference and research assistance, and computer workstation and wireless access on both campuses.

- Camosun Photo ID
  Camosun photo ID is required for all faculty and staff and can be obtained at the library services desks. You will need a valid Camosun ID card to borrow materials from the library. Cards must be renewed each September. The library services desk can also set up your PIN, which enables online access to Your Library Account to renew materials, check fines and place holds.
- Access to Online Resources
  Through Camosun libraries, members of faculty and staff can access a wide range of articles and ebooks online. Access to electronic resources is available both on- and off-campus from the library's website.
  Off-campus users are required to provide their Camosun login information (colleague number and password).

The library offers a range of service to faculty and staff:

- Research Skills Classes – Librarians work with instructors to develop sessions relevant to specific assignments or other learning outcomes
- Reserve collection – Short-term loans of course-specific materials

- DVDs and Videos Bookings of for in-class presentations
- Interlibrary loan service
- Copyright compliance assistance

For complete information on these and other services see
» http://camosun.ca.libguides.com/index.php

Library Hours

Lansdowne Campus

Alan Batey Library and Learning Commons

Sept. – Apr.	Mon – Thu	8 am – 10 pm
	Fri	8 am – 6 pm
	Sat	11 am – 6 pm
	Sun	12:30 pm – 5 pm

Interurban Campus

Campus Centre Building, Third Floor

Sept. – Apr.	Mon – Thurs	8 am – 8 pm
	Fri	8 am – 6 pm
	Sat	Noon – 5:30 pm
	Sun	Closed

Occupational Safety and Health

Cam Kirkpatrick, OSH Coordinator

Occupational Safety and Health (OSH) at Camosun College is an integral part of Facilities Services.
The Occupational Safety and Health Coordinator is responsible for the college's occupational safety and health programs ensuring compliance with applicable regulations, acting as a resource to the JOSH Committee, administering the front-end WSBC claims process, initiating STD/LTD packages and letters at the request of the Employee Health Coordinator, coordinating the college's occupational first aid attendants and their training, providing online WHMIS education programs, coordinating employee hearing tests, coordinating hazwaste disposals, conducting ergonomic assessments for college employees, and producing related claims/ injury stats.

» 250-370-3025
» http://intranet/_hr_/health_&_benefits/occupational-safety_&_health.php

Office of the President

Sherri Bell, President

The Office of the President includes the President of the college and assistants who support the activities of the President and the Board of Governors.

» 250-370-3408
» http://camosun.ca/about/presidents-message.html

Ombudsman

Carter MacDonald

Camosun's Ombudsman is an impartial, independent person whose major function is to act as an advocate for fairness for students and to provide them with confidential and informal assistance. The Ombudsman receives and investigates student complaints, reports on findings, and helps achieve just and equitable settlements.

To ensure the independence of the Ombudsman, the Camosun College Student Society and the college jointly provide funding for this service.

» Lansdowne: 250-370-3405
» Interurban: 250-370-4444
» ombuds@camosun.ca
» www.camosun.ca/about/ombudsman

Payroll and Benefits Administration

Marie Glover, Manager Payroll & Benefits

The Payroll Benefit department is responsible for the preparation, distribution, and accuracy of the college's in-house computerized payroll system in accordance with the terms and conditions outlined in the three collective agreements, College Policy, and in conjunction with Canada Revenue Agency (CRA), Employment Standards, and HRDC legislation and other governing agencies and acts. This department also administers the college's benefit plans. Eligibility to join the college's benefit plans is determined by your employment status. Your Collective Agreement, or Terms and Conditions of Employment, outlines the eligibility provisions.

» Accessing Pay Info & Pay Schedules:
» http://intranet/_hr_/employee_resources/Pay.php

Print & Graphic Services

(Campus Community Services)

Jeff Wiggins, Manager, Bookstore, Print and Graphic Services

Camosun **Print Services** offer colour as well as black and white printing services to the college community with a variety of paper, binding and finishing options. Services are offered to internal college departments and students as well as to external and private customers. In addition to producing class handouts, exams, posters, brochures and marketing pieces, the Printshops supply a number of pre-printed Camosun stationery and office supply items. There is a Printshop located at each campus to meet your needs.

Graphic Design Services are offered to the college community to design quality marketing, informational, and signage pieces.

» graphics@camosun.bc.ca

CamosunPrint

http://camosunprint.camosun.ca/

CamosunPrint is the web-to-print solution used to submit print job or supply orders to the campus Printshops. The systems allows clients to fill out an online form that will give the print job specifications to the print production staff, at the same time as pricing out the print job, and recording the user and department details. The system will deliver an electronic file to the printshop staff or alert them to match an order # with a paper document (hard-copy) that will be delivered to their location. Printshop staff are always happy to walk you through the system and/or ensure you are properly set up in the system. Contact them at phone local 3061.

Job tickets can be sent to either Lansdowne or Interurban Printshop from any workstation on campus, or from home. The system uses a SurePDF/JobReady driver, already installed on most Camosun computers (contact the ITS Service Desk at local 3064, if the CamosunPrint driver does not seem to be working) and available for download for your home computer (PC only) from the CamosunPrint login page. This driver enables the user to open any document and start the print process as usual, but choose Camosun Printshop from the dropdown list of printers in the print window. A PDF proof of the job appears for approval, then the user must login to the system and can then choose printing and finishing options, from paper stock, to binding or finishing options, and the due-date and time. To login for the first time, your username will be your C # (with an upper case C) and your password will be the last 3 numbers of your C# followed by the first 3 letters of your last name with the first letter capitalized. The first thing you should do after logging in is to change your password.

When should you use CamosunPrint?

If your print job contains colour or more than 20 pages, using CamosunPrint is a far more economical way to go. Even if you need 20 copies of a single page, you can save your department money by using CamosunPrint. You will need to visit a printshop to pick up your order and this printing is not immediate, so try to plan your larger jobs accordingly.

We now have a **satellite Printshop** located in the first floor atrium of the CBA building at Interurban. It is open from September thru June, Monday, Wednesday and Friday from 10am to 2pm. This is a great location to get that print job done in a hurry.

Visit the CamosunPrint website and check out a copy of the Quick Start Guide as well as the Graphic Design Request Form and the Business Card Order Form.

» 250-370-3061 (Lansdowne)
» 250-370-3894 (Interurban)
» http://camosunprint.camosun.ca/

Purchasing

Doug McCurdy, Purchasing Coordinator

The Purchasing department is a service department whose function is to acquire goods and services required by the college while ensuring the best overall value is received. Purchasing policies and procedures have been designed to protect the college and its employees from implied liabilities or questions of legal and ethical practice. Following these procedures will allow Purchasing to reduce these risks and effectively procure goods and services for the college. Members of the Purchasing department would be pleased to discuss any aspect of the purchasing process with you.

» 250-370-3044
» http://intranet/_purchasing_/

Receiving Department

Ed Nicholas, Receiver

The Receiving department has offices at both campuses. As part of the Finance Department, Receiving works closely with Purchasing to receive all goods coming into either campus and enters the items for payment through Finance. The Lansdowne office located on the main floor of the Fisher Building at the Lansdowne campus is where all mail from Canada Post is received and sorted and where all outgoing Canada Post mail is processed. Receiving also coordinates the daily inter-campus mail service as well as internal courier services and contract courier services. The Interurban Receiving area is located off Markham road in the Receiving/Printshop/Maintenance Building, where Canada Post mail for Interurban is sorted. Please check with the administrative staff in your school/division for the mail procedures in your area.

For Postage and Mail Guidelines, visit:

» www.camosun.ca/services/purchasing/postage.html
» 250-370-3059
» http://intranet/_purchasing_/receiving.php

Student Services

Nicole Greengoe, Director/Registrar
Gillyan Haden, Acting Associate Registrar
Lori Zehr, Associate Director, Student Development

Student Services is comprised of a team of professionals dedicated to providing exemplary services, learning and support opportunities for students and staff. From giving guidance to prospective students, to supporting students' educational and personal goals while at Camosun, and seeing them through to graduation, we strive to ensure a second-to-none experience for our learners. Our people facilitate student learning and development and, through our collaborative and facilitative approach, help other members of the college community to do the same.

» http://intranet/_student_services_/
» www.camosun.ca/services

Vice President, Education

John Boraas

The Vice President, Education is responsible for the planning, development, implementation, and evaluation of responsive educational programming and student services to meet the diverse needs of all Camosun learners.

250-370-4543

» http://intranet/ed_ssoffice/
» www.camosun.ca/about/leadership/education.html

Vice President, Strategic Development

Dr. Tom Roemer

The Vice President, Strategic Development, is responsible for building on Camosun College's culture for entrepreneurial leadership to support and foster innovation, and to bring an external focus to the college's goals and strategies for sustainability and excellence. He engages regional, provincial, and national decision-makers, identifies trends and opportunities, advises the President, and advocates on behalf of the College. The Office pursues public and private sources for project-based funding that benefit education, infrastructure, and innovation, and strives to improve financial viability through international and non-government revenue streams. It assumes direct operational responsibility for Camosun International (CI), Cooperative Education & Student Employment (CESE), Campus Community Services and the Enterprise Point (which includes the contract/business development unit of the VPSD and also houses the Centre for Applied Research and Innovation (CARI) team).

» 250-370-3470
» http://intranet/_strategic_development/
» www.camosun.ca/about/leadership/strategic-development.html

Pacific Institute for Sport Excellence (PISE)

The Pacific Institute for Sport Excellence (PISE) brings together, under one roof, the services required to enhance the performance of Canada's finest athletes and to improve the health of Canadians. PISE is a partnership initiative of Camosun College (housing the Centre for Sport and Exercise Education), Canadian Sport Centre Pacific, and PacificSport Victoria, and incorporates sport education and athlete development together with sport science, sport technology and innovation, and research and wellness.

The Pacific Institute for Sport Excellence has a full complement of expert staff, programs, services, and facilities that offer leading edge sport development and healthy living programs and services for the community, including a state-of-the-art physiotherapy and rehabilitation clinic managed by LifeMark.

The staff at PISE are committed to ensuring that you will have a great experience and achieve your own personal victories and they look forward to welcoming you to PISE World!

PISE offers complimentary passes to all Camosun employees for their first visit to the facility. Employees and students can also take advantage of preferred pricing on passes and memberships. Please see the reception desk at PISE for further information.

» 250-220-2510
» www.piseworld.com

Where to Eat on Campus

Lansdowne Campus

The **Campus Caf** in the Fisher Building serves beverages, soups, salads, sandwiches, grill items, stir fries, made-to-order baguettes, pizza, fresh bakery products, and desserts. Daily hours of service are posted at the entrance.

Dunlop House is open Wednesdays during the Winter semester (January to April). This restaurant provides full table service with menu selection as part of the training program for the Hospitality Management program. Reservations are required and can be made by calling 250-370-3144. VISA, MASTERCARD, and Debit are accepted.

By the Books Coffee Shop is located next to the library. This establishment offers espresso-based drinks such as lattes and mochas, as well as drip coffee, specialty teas, sandwiches, salads, gluten-free products, and baked goods. Hours of operation are posted on location.

Interurban Campus

The **Cafeteria** serves a full range of hot and cold items for breakfast and lunch, and is entirely operated by the Professional Cook Training program. Special buffet dinners are held twice a year: late Fall and late Winter. Hours of service for the Cafeteria are posted at the entrance ot at http://camosun.ca/dining.

In the evening, the advanced level of the Professional Cook Training program operates the **Classroom Restaurant.** The restaurant is open to the public from early October to mid-April, and servces excellent fare at a very reasonable price. Menu rotations and other information can be found at http://camosun.ca/dining. Reservations are recommended and can be arranged by calling 250-370-3775 or faxing 250-370-3859. Seating is between 5:30 pm and 7:30 pm, Tuesday to Friday.

The **Urban Diner**, located next to the John Drysdale Building, serves breakfast, lunch, and dinner. It features grill items and offers sandwiches, pizza, hot dogs, beverages, and baked goods. Daily hours are posted at the Diner.

Java Express is a coffee kiosk located in the atrium between the Centre for Business and Access and the Technologies buildings. Fresh coffee, cold drinks, baked goods, snacks, and sandwiches are available. Daily hours (September to May) are posted at the kiosk.

www.camosun.ca/services/cafeteria/
for more food services information.

Dunlop House, Lansdowne campus

Quick snacks/vending: If you are just looking for a quick snack, both campuses have a variety of vending machines located throughout our buildings which are stocked with "healthier alternative" items. But, don't worry, if you're craving something a little more decadent – such as chocolate, chips, etc. – the bookstores are in good supply!

Catering: Aramark Canada is the exclusive supplier of catering for both Interurban and Lansdowne campuses and, as such, should be your first point of contact for your food and beverage needs. Aramark's experienced catering staff will be happy to book services for your meeting, conference, or special event of every kind. Call Donna Burger at 250-370-3650 to book your event or consultation.

Aramark's Classic Fare Catering Menu and Order Form is available online at

» www.camosun.campusdish.com

Transportation and Parking

Maria Bremner, Manager, Environmental Sustainability and Transportation and Parking

Camosun College's Transportation and Parking Demand Management Plan (P & TDM plan), part of Campus Community Services, is a plan to improve transportation and parking at both campuses. Goals of the plan include reducing the number of single-occupant vehicles coming to, and parking at, the campuses. For more information about transportation, parking, and associated plans, please visits our website for more information:

» www.camosun.ca/about/transportation
» or contact cam-motion@camosun.ca

Getting Here … By Bus, Bicycle, or Car!

By Bus

The college campuses are served by the following BC Transit routes:

- Lansdowne campus:
  #4 UVic/Downtown via Hillside
  #7 UVic/Downtown
  #8 Interurban/Tillicum Mall/Oak Bay (direct bus between campuses)
- #14 UVic via Richmond/VGH
  #15 UVic/Downtown Express
  #16 UVic/Uptown Express
- Interurban campus:
  #8 Interurban/Tillicum Mall/Oak Bay (direct bus between campuses)
- #21 Interurban/Downtown
  #22 North Burnside
  #39 Royal Roads/Camosun/Royal Oak/UVic

http://bctransit.com/victoria/home
Information regarding BC Transit's ProPass program for Camosun employees is available online at
http://bctransit.com/victoria/fares/propass
Application forms can be obtained from your Payroll/Benefit Assistant in Finance. NOTE: The Federal Government has made the cost of the ProPass a tax-deductible expense!

By Bicycle

Both campuses have an ample supply of covered and uncovered bike racks. There are minimum-cost, secure bike parking and bike fix-it stations on both campuses, and two bike lockers at Lansdowne campus. Visit the Bookstore for more information. Shower facilities are available in the Recreation and Athletics departments located in the Young Building on the Lansdowne campus and in the Campus Centre Building at Interurban.

Participate in the Nasty November Cycling Challenge and Bike to Work Week each year! Stay tuned to CamNews and our website for information

Check out the bike routes map located on the next page of this document:
» www.camosun.ca/about/transportation

By Car

Parking on both campuses is on a 'first come - first serve' basis. With the exception of short-term parking lots, employees can park in any lot where space is available. Vehicles in staff spaces must clearly display a valid parking permit. Employees who would like to park in staff parking spaces with meter tickets, must obtain as taff user-pay sticker from cam-motion@camosun.ca
If an employee does not wish to register for a parking permit, they must display a valid Robbins Meter ticket and follow the rules which apply to them when parking at Camosun College. Guests at the college pay for parking in short-term or general lots. For all rules and regulation pertaining to parking, please visit: http://intranet/parking/
How to register for a parking permit: Log on to the Intranet, under Services and Resources, find and click 'Parking Permits'. Login with your Camosun colleague number and password (like logging into your computer account). Complete and submit the registration form online: enter vehicle information, pick the type of permit which is suitable (Annual, Term, or Monthly), read and agree to the rules and regulations and click Register. Print out the 10-day temporary parking permit which appears at the bottom of the page. You will receive your parking permit via intercampus mail within 10 business days. Please ensure that your intercampus mail information is accurate on the Parking Registration form.

While parking is provided at no charge, please be aware that the Canada Revenue Agency considers it a taxable benefit. The tax value of this benefit is automatically deducted from your pay on a monthly basis. Employees with permanent disabilities or those who use their vehicles for work-related travel on a weekly basis may be exempt from the parking

tax benefit. Please check with your School/Division administrative staff or for more information or the Non-taxable parking permit authorization form visit the intranet site. If you are tax-exempt, the non-taxable parking permit authorization form needs to be completed on an annual basis.

» http://intranet/parking/
» www.camosun.ca/about/transportation
» Trouble with logging in or a technical issue? Contact ITS Service Desk at support@camosun.ca
» Questions? Contact cam-motion@camosun.ca

Electric Vehicle Charging is available in P2, Interurban Campus just off Markham Road. Thanks to Robbins Parking, charging your vehicle is free. Limit your stay to 3 hours.

There is no overnight parking at the college (many parking lots gates are locked between 10pm-7am daily.)

» Questions? Contact cam-motion@camosun.ca

Camosun Express Shuttle

Direct, express shuttle bus service between Lansdowne, Interurban, and the West Shore.

We are excited to announce that the Camosun Express rolls out again Tuesday September 8, 2015, providing options for convenient, inter-campus travel and links to and from the West Shore. Our pilot project was a great success and we are happy to be providing this service again, with a better schedule to catch more of those inter-campus meetings.

Employees and students alike can enjoy a comfortable ride with on-board benefits: care-free travel, Wifi access, friendly companions and complementary bike stowage. Additional benefits include reduced single occupancy vehicle travel to and between campuses, reduced parking congestion and a viable shared ride option from the West Shore for students and staff.

Intercampus Driving and Cycling Routes

Driving map:

» http://www.mapquest.com/mq/10-KBWvWRwW61_Z0Ocv

Cycling map:

» http://www.saanich.ca/discover/pdf/bikenetwork.pdf

Employee Recognition

Recognition at Camosun

2015-16 marks our fifth year of the Inspiring Lives Recognition and the Dedicated Service Dinner, held at Huber Hall & Annex and the Lansdowne Library/ Learning Commons, respectively. Our formal recognition ceremonies are a wonderful time to express our thanks for the long service and excellence that is so apparent within the Camosun college community.

The first iteration of employee recognition, Camosun Celebrates!, was developed in 2003 into the formal program designed by employees for use by employees.

Our recognition began and now continues based on a peer-recognition approach, providing multiple opportunities for peers, colleagues, co-workers, and supervisors to recognize the public and 'behind-the-scenes' contributions and achievements of one another.

The current recognition committee, volunteers from throughout the College community, provides feedback on the implementation of any new program components, reviews the recognition nominations and selects recipients, and hosts the Employee Recognition events held each year.

Various recognition categories provide opportunities for you to acknowledge the contributions and achievements of your peers, colleagues, and co-workers!

- Leadership Excellence
- Outstanding Contribution to the Community
- Outstanding Contribution to the Student Experience
- Program Excellence
- Starting Stron
- Support Staff Excellence
- Teaching Excellence
- Wellness Recognition

» http://intranet/_hr_/recognition/

» www.camosun.ca/about/careers/recognition.html

Milestone Presentations

At Camosun College, we are fortunate enough each year to have a number of employees who have invested a significant amount of their working lives into making an impact on students, their colleagues, and co-workers. In recognition of its long-serving employees, Camosun acknowledges the contributions and dedication of employees when they reach their 10, 15, 20, 25, 30, and 35 year milestones. This year we even have the great privilege to recognize our fourth 40-year milestone! The 10 and 15 year milestone presentations take place within the employees' schools/divisions, and the 20- to 40-year milestone are recognized more formally with the Dedicated Service Dinner.

» http://intranet/_hr_/recognition/

Retirees

Camosun retirees are invited to join the Camosun College Association of Retirees (CCARE), a group that organizes a number of events each year that allows former co-workers and colleagues to keep in touch in their retirement years. Also, we have established an 'Honorary Colleague' policy which recognizes, in a formal fashion, the contributions and dedicated service retired employees have given to the college. Retirees wishing to remain involved in college life, are encouraged to do so through volunteer opportunities, ongoing education, and other forms of contribution.

» www.camosun.ca/about/policies/operations/o-5-human-resources/o-5.5.pdf

Camosun Events

CamFestival

Each Autumn the Camosun College Student Society and the college work together on a kick-off-the-new-year event. Various clubs and college departments host display tables with information relevant to students. This year we celebrate the 25th anniversary of the welcome back to school on September 8, 10am-4pm at Lansdowne, and September 10, 10am-4pm at Interurban.

Chargers' Awards Ceremony

The Camosun Chargers' Annual Awards Ceremony takes place in early April. The ceremony recognizes the achievements of those students involved in intercollegiate basketball, volleyball, and golf throughout the school year.

www.camosun.ca/sports/chargers

Conversations Day

Conversations Day is our annual staff development day when the entire college community gathers together to learn, listen, and connect with their colleagues. Conversations Day is scheduled for February 19, 2016, and is expected to be held in the Pacific Institute for Sport Excellence.

Employee Recognition

The Inspiring Lives Recognition and Dedicated Service Dinner, our two formal employee recognition events (see previous page for details), take place each year to recognize employees for recognition of excellence and long service with the college. Our next events take place as follows:

Dedicated Servicer Dinner | November 5, 2015

Inspiring Lives Recognition | TBA

While the recognition is open for all to attend, the dinner offers an intimate setting where milestone recipients and their guests are invited to attend.

Graduation Ceremony

Camosun College honours its graduates in a memorable ceremony at the Pacific Institute for Sport Excellence (PISE) each June. In addition to presenting certificates, diplomas and Bachelor degrees in Aboriginal Education, Arts and Science, Business, Health and Human Services, Trades, Technologies, Sport Education and Adult Upgrading (Access), the college presents two major awards—the Governor General's Collegiate Bronze Academic Medal and the Camosun College Distinguished Alumni Award.

Information Sessions

Program Information Sessions for prospective students are organized by each school. Students get to meet faculty, tour our facilities, and find out about program details and the educational and career opportunities available to our graduates.

www.camosun.ca/infosessions

Open House

Camosun's Open House takes place each year on the last Thursday before spring term and is scheduled for April 29, 2016. Open House invites middle and secondary school students to visit the college to explore the many educational and career options we offer. Visitors learn about Camosun's programs through interactive, fun and educational activities, displays, demonstrations and tours, and by interacting with our employees and students.
www.camosun.ca/events/open-house/

Walls Optional

Walls Optional is our 10th annual one-day conference showcasing and promoting innovation in teaching, learning and technology at Camosun College. It is presented by the Centre of Excellence for Teaching and Learning (CETL) with support from the CCFA PD Fund and includes sessions that cut across all disciplines and schools. It is an opportunity for us to recognise our successes, establish connections, learn what others are doing, and marvel at the level of skill, dedication and creativity we have in our midst.

http://web.camosun.ca/cetl/content/walls-optional-2015-2

Et al

The foregoing events are just some of the many happenings that take place at the college each year. Upcoming events are communicated electronically to the college community on a weekly basis via CamNews. Information on events is also available by visiting the Events Calendar. Intranet users are welcome to add events relevant to the staff and faculty at Camosun College on the Events Calendar. Events should have a scope supported by a service department or school. For questions about how to post an event, please contact the ITS Service Desk at 250-370-3064.

http://intranet/calendar/

Other Important Information

Alumni Association

Have you attended Camosun? If the answer is yes, then you're a Camosun Alumnus! Drop by Alumni Relations at Interurban, Campus Centre and say hello and learn more about your Alumni Association at www.camosun.ca/alumni. Like our Facebook page, Tweet with us, or join our LinkedIn Alumni Group. Questions? Contact alumni@camosun.ca or call local 4239. We'd love to hear from you!

250-370-4239.
www.camosun.ca/alumni

Athletic and Exercise Therapy Clinic (CSEE)

The Centre for Sport and Exercise Education – Athletic and Exercise Therapy Clinic is an exciting, new addition to Camosun College. Staffed by certified athletic therapists and certified exercise physiologists®, clinic offers a comprehensive range of services available to all Camosun College students, employees and the general public.

The clinic services are designed for eall ages and activity levels. Specialized services include, but are not limited to:

Prevention, care, and rehabilitation of musculoskeletal injuries; Therapeutic modalities (IFC, ultrasound, cryotherapy, laser, etc.); Soft tissue and joint mobilization; Rehabilitative and conditioning programs; Stabilizing orthotics; Chronic disease management; Body composition assessment and prescription; Fitness and health risk appraisal; Dietary analysis; Customized exercise programs and prescription; Blood lipid profile; Arterial compliance and aging index.

Certified practitioners and our diploma and undergraduate students from CSEE education programs will provide great care and assistance in your pursuit of health and fitness goals.

The CSEE AET Clinic is conveniently located on Lansdowne campus in the Wilna Thomas building, room 201. For more information or appointments, please contact us at: aetclinic@camosun.ca or 250-220-7606. We look forward to hearing from you! Employee rates provided.

Bank Machines on Campus
(Campus Community Services)

Bank machines, which accept all major cards, are located on both campuses.

Lansdowne: Main floor of the Fisher Building

Interurban: Second floor of the Centre for Business and Access building; and,
Second floor of the Campus Centre building.

» Map of Lansdowne campus:
http://camosun.ca/about/campus-maps.html#la

» Map of Interurban campus:
http://camosun.ca/about/campus-maps.html#tabs-interurban

BC Transit ProPass Program

Information regarding BC Transit's ProPass Program for Camosun employees is available online at www.bctransit.com/victoria/fares/propass. Application forms are available from your Payroll Benefit Assistant in Human Resources. (Note: The Federal Government has made the cost of the ProPass a tax-deductible expense!)

College Bargaining Units

B.C. Government and Service Employees' Union (BCGEU)

Al Paterson, President

The BCGEU represents approximately fifty Camosun employees who work primarily as Trades and Technology instructors at the Interurban campus.

250-370-3758
http://intranet/_hr_/supvr-mgr_resources/labour-relations.php

Camosun College Faculty Association (CCFA)

Bronwen Welch, President

The Camosun College Faculty Association is the employee group which represents the approximately 550 academic faculty members at the college. The terms and conditions of employment for CCFA members are contained in the CCFA Collective Agreement.

Office number: 250-370-3655
President: 250-370-3594
http://intranet/_hr_/supvr-mgr_resources/labour-relations.php

Canadian Union of Public Employees (CUPE) Local 2081

Tony Nelson, President

CUPE Local 2081 is the bargaining unit representing approximately 450 Camosun College employees who provide administrative, technical, and front-line services to the college community.

250-370-3665
http://2081.cupe.ca/
http://intranet/_hr_/supvr-mgr_resources/labour-relations.php

CamLink

CamLink is Camosun College's web-based course management and information system used by students and faculty. It is available seven days a week, 6am to 4am.

CamNews

CamNews provides weekly updates on news, information and special events happening around the college and is distributed electronically to staff via e-mail. Items for CamNews should be both Camosun news and relevant to the college-wide community. Please submit your story, here: http://intranet.camosun.bc.ca/news/camnews/submit-story.php The deadline for the weekly Tuesday publication is the preceding Friday at 4:30 pm.

Camosun College Intranet

The Camosun College Intranet is the main source for news, information, and resource links from around the college. The intranet site also features an internal online buy and sell site called C-Bay. This site is accessible by typing "intranet" into the address bar of your web browser from your work computer. To login from an external location, go to www.camosun.ca/employees. The user name and password are the ones you use to log on to your computer at the college.

Camosun Photo ID

Camosun photo ID is required for ALL faculty and staff and can be obtained at the library checkout desks. You need a valid Camosun I.D. card to borrow materials from the library. Cards must be renewed each September. The checkout desk can also set up your PIN, which enables online access to Your Library Account to renew materials, check fines, and place holds.

Colleague

Colleague is the name of Camosun College's integrated Finance, Human Resources, and Student database.

College Directory

This is accessible from the Camosun website and is an alphabetical listing of all the schools, divisions, and departments within the college. It provides contact phone numbers as well as direct links to the specific internet pages.

www.camosun.ca/about/directory.html

Continuing Education

Continuing Education offers part-time, fast-track, and summertime learning opportunities through professional and personal development courses. Camosun College employees are entitled to register for selected Continuing Education courses at 50% off the regular course fee (eligible to enrol in a maximum of 2 CE courses per semester). In order to take advantage of this discount, you must register in-person not more than three working days prior to the start date of the course. In order to review the terms and conditions and a list of all eligible courses, go to: http://intranet.camosun.bc.ca/cect/tuition.php

The CE Course Calendar is published three times yearly (August, December, and March) and is available online:

www.camosun.ca/ce

Dental Clinic

The Dental Health Education Centre at the Lansdowne Campus provides dental hygiene services at nominal fees to the public, students, faculty, and staff. The services include: oral health screening, dental x-rays, individual education in preventive oral self-care, preventive periodontal therapy including removal of deposits (tartar), polishing, applying fluorides, desensitizing agents, and sealants, plus many other services. All care is provided by students under the supervision of licensed and experienced faculty. Please allow 3-4 hours for appointments.

- Recorded Information: 250-370-3191
- Appointments: 250-370-3184

Email Accounts

Email accounts are provided to college employees for college-related use. Questions related to the set-up of your Camosun email address should be directed to the administrative staff in your school/division. Technical questions related to the operation of your e-mail account should be directed to the ITS Service Desk at 250-370-3064 or via email to: support@camosun.ca

Emergency Blue Phones

The college has four emergency "Blue Phones" on each campus, which provides direct phone access to our 24-hour monitoring company (3075). Some labs and workshops also have direct emergency phone access to our monitoring company as well. See campus maps for location of "Blue Phones."
Link to Campus Maps:
www.camosun.ca/about/campus-maps.html

Emergency/Security Procedures

All requests for an ambulance or first aid assistance, as well as for police or fire response, go to the college emergency number: 250-370-3075 (or local 3075 from a college phone).

PLEASE NOTE: During an emergency situation ON CAMPUS, please call the CAMOSUN EMERGENCY NUMBER ONLY (3075) – DO NOT CALL 911. By doing so, this allows Facilities Services staff the ability to assist external emergency services with their arrival on campus. A security risk or crime-related event (theft, assault, suspicious person, bomb threat, etc.) in progress, should be reported immediately to Campus Security through the Camosun Emergency Number by calling 250-370-3075 (or 3075 from a college phone). Crime-related incidents that do not require an immediate response must be reported to Campus Security non-emergency at 250-370-4567.

On evenings and weekends, contract security guards can be contacted via the Emergency Number at 250-370-3075.

PLEASE NOTE: During an emergency situation ON CAMPUS, please call the CAMOSUN EMERGENCY NUMBER ONLY (3075) – DO NOT CALL 911

Employee Directory

The Camosun Employee Directory is accessible from both the Camosun website and our intranet. The Employee Directory allows you to search for an individual by last name, job title, department or division. You can also search for Directors, Deans, and Chairs by their department or division. Results provided include: title, department, division, email address, phone number, and office location.

Employee Directory:
http://peoplefinder.camosun.bc.ca/

Employee Discounts

Employment at Camosun allows you to take advantage of special offers and discounts not available to the public at-large! We currently have a number of college suppliers and local businesses in our program who generously extend discounts to employees for personal purchases such as hotel accommodations, cell phone plans, building materials, and IMAX tickets. To view the complete listing, please visit: http://intranet/_hr_/employee_resources/discount-program.php
If you are aware of any other discounts or offers Camosun employees may be eligible for, we'd love to hear from you. Please forward details to Human Resources at HR@camosun.ca This is one list we always want to make longer!

Exempt Employees

Exempt employees are those whose duties exclude them from membership in the BCGEU, CCFA, or CUPE. There are approximately 60 Exempt staff at Camosun College. Employees can direct any questions or concerns regarding their terms & conditions of employment to the human resources consultant designated to their school/division. Contact information can be found by viewing the HR Contacts by School/Division document on the HR intranet pages:
http://intranet/_hr_/

Facility Rentals

How to book a room or hold an internal event:
All arrangements for internal events or room bookings are to be made through Data Management at roombooklan@camosun.ca or roombookint@camosun.ca.
To book a room, complete the following form:
http://intranet/_student_services_/roombooking/
Internal departments are to submit an Event Request form for each event -- Only events that require assistance from Facilities Services and Transportation and Parking.
Catering on campus to be provided exclusively by Aramark: www.campusdish.com
Refer friends and family to facility rentals at the college for their events. For information and rates contact roombook@camosun.ca
http://intranet/_ancillary_/

First Aid Attendants

First Aid attendants are on duty at Lansdowne campus from 8:30am to 11:30pm, Monday to Friday and at Interurban campus from 7:00am to 11:30pm, Monday to Friday. When an incident occurs, immediately call our Campus Security Emergency Number at 250-370-3075 (dial 3075 from a college telephone). This number is in effect 24 hours a day – 7 days per week. For additional information, please access Occupational Safety and Health information found at:

» http://intranet/_hr_/health_&_benefits/occupational-safety_&_health.php

Food on Campus

Food at Special Events: Any events involving students or guests where food will be served must comply with the college's guidelines.

Serving Food Safely on Campus: The college has a policy regarding serving and selling food safely on campus.

» http://intranet/_ancillary_/

Catering: Aramark is the exclusive food services provider on campus. Please arrange any catering requests through Aramark. For more information such as catering menus and order forms, please visit Aramark's website

» www.campusdish.com

General Purpose Computer Labs

The General Purpose (GP) Computer Labs provide staff, faculty, and students with the opportunity to access computer facilities.The labs are maintained and operated by ITS and the GP Lab Technicians Technologists (gptechs@camosun.ca). The GPTechs are available at Lansdowne in Ewing 113 and 103 A and at the Technology desk in the Learning Commons. There is a technologist at Interurban in CBA 111. Through the labs, users can access a variety of applications including word processing, Microsoft Office, email, the college intranet, and the internet.The labs can be booked for classes by emailing roombookings@camosun.ca. Black and white, as well as colour, printers are available in the labs and the Learning Commons. All the labs are equipped with an instructor's station and data projector.

The labs are located at:

• Lansdowne

Ewing 100 – 20-30 stations

Ewing 110 – 23 stations

Ewing 112 – 25 stations

Ewing 115 – 50 stations

Ewing 200 - 30 stations

• Interurban

Campus Center 236 – PC Lab (employee training lab)

There are also computers for students to use in :

• Learning Commons in the Library

Lansdowne and Interurban

There is a 36 station lab in the Learning Commons at Lansdowne, LLC 136. This is booked through Learninglab@camosun.ca

For more information about software, locations, printers and hours, see the General Purpose Lab Technicians.

Lost and Found

The Lost and Found is located at Facilities Services, 2nd floor Dawson Building at the Lansdowne campus and in the Facilities Services Building at the Interurban campus.

» Lansdowne 250-370-3041
» Interurban 250-370-3889

Mail

The Receiving office located on the main floor of the Fisher Building at the Lansdowne campus is where all mail from Canada Post is received and sorted and where all outgoing Canada Post mail is processed. Receiving also coordinates the daily inter-campus mail service as well as internal courier services and contract courier services. Please check with the administrative staff in your school/division for the incoming/outgoing mail procedures for your area. For Postage and Mail Guidelines, visit:

» http://intranet/_purchasing_/postage.php

Pay Information

All Camosun employees are paid by direct deposit (once set-up) and access their pay advices online. Please contact your Payroll/Benefits Assistant directly concerning the following:

- Any pay-related issues including: maternity top-up pay, higher pay, sub rate pay.
- Benefit coverage questions pertaining to Manulife (including Extended Health, Dental, Life), Medical Services Plan, Psychological Services, and the Employee and Family Assistance Plan, Short- and Long-term Disability.
- Questions regarding the completion of benefit enrolment and claim forms, tax forms, timesheets, deferred salary, direct deposit forms, bus pass applications, and Canada Savings Bonds.
- Information on pension buy-backs and pension statement inquiries.
- Records of Employment (ROE) for Employment Insurance purposes.

Employees are encouraged to visit Manulife's website and register for access at: http://www.manulife.ca/wps/portal/manulifeca/Manulife.caHome/Groupbenefits
Access to this site will allow you to monitor the status of your claim – when it was received, when payment was issued. You can also sign up on the site for direct deposit of your reimbursement payment.

» http://intranet/_hr_/employee_resources/Pay.php
» http://intranet/_hr_/health_&_benefits/index.php

Pension Plans

The college administers two pension plans for the benefit of its employees: the College Pension Plan for all faculty and administrative (exempt) employees,

and the Municipal Pension Plan for all CUPE employees. For retirement counselling, information about the next pension info seminar or completing your retirement package contact the HR Generalist. For questions regarding your pension plan membership, please contact your Payroll/Benefits Assistant.

» http://intranet/_hr_/employee_resources/Pension.php

Professional Development

Funding is available for your Professional Development (PD) activities and is supported by the college and your employee group. As the application and approval processes vary among the different employee groups at Camosun, please contact your employee group staff development committee for details.

Employee Group:	Contact:	
BCGEU	Trina Sims, Chair Darren Vaux, Vice Chair	250-370-3188 250-370-3754
CCFA	Erin Waugh	250-370-3655
CUPE	Tersia Fagan	250-370-3004
Exempt	Teresa Morriss	250-370-3106

PD Funding: http://intranet/_hr_/employee_resources/learning_&_development.php
Credit courses: Employees are eligible to take two credit courses per semester tuition-free (all other fees still apply). For further information, please contact Student Services at 250-370-3550.

Smoking on Campus

Camosun College is committed to providing a safe and healthy learning and working environment for all students and employees. While on College property, all students, employees and visitors wishing to smoke must do so in one of the Designated Smoking Areas (DSA's). The location of the DSA's on both campuses can be found at:

» www.camosun.ca//about/careers/designated-smoking-areas.html

Tobacco Use Reduction: Camosun's Tobacco Use Reduction Task Force (affectionately referred to as the "TURTF") is a sub-committee of the college's Joint Occupational Safety and Health (JOSH) committee. Formed in the spring of 2009 to address the issues surrounding tobacco use at both Camosun campuses, the TURTF provides representation of the various groups within our college community.
With assistance from the BCHLA, TURTF has developed a Tobacco Reduction Strategy for the college which focuses on three objectives:

- Prevention: To prevent students, faculty and staff from starting to smoke or use tobacco products.
- Protection: To protect students, faculty, staff and visitors from second-hand smoke while on campus grounds.
- Cessation: To promote and support quitting smoking among students, faculty and staff.

The TURTF welcomes any questions, comments or suggestions you may have with regard to tobacco use at the college. Please email all correspondence to: turtf@camosun.ca

For more information, visit:

» www.camosun.ca//about/careers/designated-smoking-areas.html

Statutory Holidays and Other College Closures

For information regarding statutory holidays and college closures, please see the 'Important Dates' section of the college Calendar.

http://camosun.ca/events/important-dates.html

Telephones

Each telephone has its own ten (10) digit number that must be dialed when calling from an off-campus location. On-campus and inter-campus calls are made by dialing the last four (4) digits only. Outgoing calls can be made by dialing 9 before the phone number.

The college switchboard / information number is 250-370-3000 (or '0' on campus).

Long distance calls can be made by dialing 9 + long distance number + your personal ID code. Consult the administrative staff in your School/Division for more details about acquiring a personal ID code.

http://intranet/_tls_/telephone/telephone_services.php

Travel on College Business

College employees are entitled to a mileage reimbursement when they must use their personal vehicle for work-related travel, not including travel to and from home. Claims for mileage reimbursement must be authorized by your supervisor, include your department's appropriate account code, and should be submitted to the Accounting Office using the Travel and Personal Reimbursement Claim form. Current mileage reimbursement rates are posted on the Finance department's intranet page. Prior to travelling on college-related business, please review the attached link to obtain information on Camosun's Travel Policy. Check with the administrative staff in your School/Division for the travel claim procedures in your workgroup.

http://intranet/finance/forms.php

Vacation and Leaves

Employees can access their own vacation and leave information through the intranet - services & resources - web repots:

http://webreports.camosun.bc.ca/reports/Pages/Folder.aspx

Questions regarding your vacation entitlement and leaves should be directed to the administrative staff within your School/Division.

Voice Mail

Camosun's voicemail system is accessible by dialing 250-370-3001 (or just 3001 if calling from within the college) and entering your personal ID code. Contact the administrative staff in your School/Division for additional information.

http://intranet/_tls_/telephone/telephone_services.php

Camosun College Student Society (CCSS)

Camosun College Student Society

» The Camosun College Student Society (CCSS) is a member of the Canadian Federation of Students and advocates for student interests through creating, organizing, and promoting services and programs that help enrich the educational, social and cultural environment at Camosun College. The CCSS sponsors events such as Welcome Week, Clubs Days, and Beverage Gardens in order to bring students of all programs and backgrounds together in a fun and festive atmosphere. Other CCSS services include:

- Student Health and Dental Insurance and the Universal Bus Pass.
- The Ombudsman's Office: (co-funded with the college) provides a safe and confidential environment where students can share their concerns and ensure they are treated fairly.
- Walk Safer: a volunteer foot patrol and accompaniment service that operates in the evening hours to provide escorts to all points on campus.
- The Camosun Foodbank: offering emergency food and Christmas food hampers to students who are in need of a little extra help.
- The Nexus Student Newspaper: an autonomous CCSS-funded, bi-weekly publication reporting on college events, world trends in politics, culture, entertainment, sports, and activism, from a student perspective.

In addition, the Student Society funds other resources such as Camosun's Women's Centres, the First Nations Student Association (FNSA), the Pride Collective, Students for Environmental Awareness, International Student Collevtive, and the Students with Disabilities Collective.

» www.camosunstudent.org/

Camosun Policies

Please visit our website to view all of the college's policies.
» http://camosun.ca/about/policies/policies.html

Acceptable Computer Use

Purpose / Rationale

The purpose of this policy is to set forth both acceptable and unacceptable use of computing technology at Camosun College. As such, it minimizes legal and other risks both for the college and its community, assists in ensuring stable, effective and efficient operations, and enables reasonable innovation.

Camosun College Honourary Colleague

Purpose / Rationale

The purpose of this policy is to:

- Provide a mechanism for an ongoing attachment between the college and its "retired" employees.
- Recognize in a formal fashion the contributions and dedicated service retired employees have given to Camosun College.
- Encourage all retired employees who want to remain involved in college life after retirement through volunteerism, ongoing education, to participate in the Camosun College Association of Retired Employees (CCARE) and all other forms of contribution.

Code of Conduct, Conflict of Interest and Workplace Relationships

Purpose / Rationale

This policy is intended to set out the principles and standards of conduct expected of all employees of Camosun College and to guide College employees in identifying and resolving issues of ethical conduct and conflict of interest that may arise during the course of their employment. This policy was amended in 2009 to include wording describing inappropriate conduct and a more detailed requirement around obligations to confidentiality. It is currently undergoing further revision to align with the Standards of Conduct Guidelines for the BC Public Sector.

Email Use

Purpose / Rationale

The purpose of this policy is to set forth both appropriate use and limits when using email for college business or when using college-owned and operated computing equipment. As such, it minimizes risks to the sustained operation of college systems, assists in ensuring stable, effective and efficient operations, and enables appropriate communication for college purposes through Email.

Employment Equity

Purpose / Rationale

To establish principles that guide the college in equitable hiring and promotion practices.

Environmental Management

Purpose / Rationale

All individuals share the responsibility for protecting the environment. The purpose of this policy is to guide the college's decision-making with respect to this responsibility.

Freedom of Information and Protection of Privacy

Purpose / Rationale

The purpose of this policy is to establish principles and guidelines that enable the college to comply with the provisions of the Freedom of Information and Protection of Privacy Act.

Misconduct Reporting and Non-Retaliation Policy

Purpose / Rationale

Camosun College is committed to the highest possible standards of openness, honesty and accountability in its dealings. The college seeks to create a climate in which individuals can responsibly raise concerns in good faith without fear of retaliation or discrimination. This policy is intended to protect individuals from retaliation or discrimination who on reasonable grounds raise concerns in accordance with this policy. Members of the college community are strongly urged to report "misconduct"

which, for the purposes of this policy means conduct they have reason to believe may be a violation of a law, rule or regulation, or a threat to the public interest, such as fraud, health or safety violations, and corruption.

Respectful Workplace

(this policy along with Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints replaced the Human Rights Policy 0-5.10.)

Purpose / Rationale

Camosun College is committed to:

- ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment and bullying and are supported in managing workplace differences; and
- providing an environment that respects and promotes human rights and personal dignity.

Camosun College supports the principle that all individuals, including employees, students, contractors, board members, visitors and volunteers, are entitled to a work and an educational environment that is free from any form of discrimination and discriminatory harassment.

- Camosun College supports the maintenance of a Respectful Workplace by providing:
- education about human rights, appropriate behaviour in the workplace, harassment, bullying and dispute resolution;
- a process for informal resolution of respectful workplace complaints;
- a process for the reporting and investigation of respectful workplace complaints, including discrimination and discriminatory harassment; and
- interventions to strengthen workplace relationships.

Smoking and Tobacco Products

Purpose / Rationale

- The college promotes a safe and healthy environment. Contrary to this principle, smoking causes harm to the user and poses a health risk to others.
- This policy is intended to reduce exposure to second hand smoke and to promote a safe and healthy college environment.
- The college will control the use of tobacco and the promotion and sale of tobacco and tobacco products on college-owned or controlled property while allowing for the exercise of personal choice subject to the primacy of the protection of others from risk of harm.

Use of College Resources

Purpose / Rationale

This policy is intended to ensure that college resources are used for work-related purposes and that employee actions support and sustain an environment of accountability and responsibility.

"Camosunese"

(or Common Acronyms/Terms Used at Camosun College)

ABT	Applied Business Technology
AHT	Applied Health and Technologies
ATTI	Aboriginal Trades Training Initiative
AV	Audio Visual
A&S	Arts and Science (School of)
BCGEU	BC Government and Service Employees' Union
BDD	Business Development Directors
BEST	Better Employment Strategies and Techniques
BoG	Board of Governors
BUS	Business (School of)
CamLink	Online interface for the use of faculty, students, and employees
CamNews	Weekly e-mail to staff providing updates and bulletins
CAP	Communications, Advancement and Planning
CBA	Centre for Business and Access (Building, Interurban)
CC	Camosun College or Liz Ashton Campus Centre (Building, Interurban)
CCFA	Camosun College Faculty Association
CI	Camosun International
CIO	Chief Information Officer
CCS	Campus Community Services
CCSS	Camosun College Student Society
CE	Continuing Education
CET	College Executive Team
CETL	Centre of Excellence for Teaching and Learning
CFO	Chief Financial Officer
CLP	Community Learning Partnerships (part of the School of Access)
CMT-A	College Management Team – Assistants
Colleague	Finance, Human Resources and student/Student Services database
COSCO	Colleague Operations Standing Committee
CSEE	Centre for Sport and Exercise Education
CT	Contract Training
CUPE	Canadian Union of Public Employees
DE	Distributed Education
EDCO	Education Council
EFAP	Employee and Family Assistance Program
ELD	English Language Development
ELT	Education Leadership Team
Eyēʔ Sqâ'lewen	The Centre for Indigenous Education & Community Connections
Foundation, The	The Camosun College Foundation

ACF or Foundations	Academic and Career Foundations, part of School of Access
HHS	Health and Human Services (School of)
HR	Human Resources
I or Int. or I/U	Interurban campus
ICC	Integrated Curriculum Committee
ID	Isabel Dawson (Building, Lansdowne) or Identification
IECC	The Centre for Indigenous Education & Community Connections
Imaging	Imaging Services/Print Shop
ISMC	Information Systems Management Committee
ISW	Instructional Skills Workshop
ITS	Information Technology Services
JAJEC	Joint Advisory Job Evaluation Committee
JCSD	Joint Committee on Scheduled Development
JEIP	Joint Early Intervention Program
JOSH	Joint Occupational Safety and Health
L or Lans.	Lansdowne campus
LLC	Library Learning Commons
LMCC	Labour Management Co-operation Committee
MRT	Medical Radiography Technology
Na'tsa'maht	Lansdowne Aboriginal Gathering Place
NISOD	National Institute for Staff and Organizational Development
OSH	Occupational Safety and Health
PISE	Pacific Institute for Sport Excellence
PRR	Program Review and Renewal
PSEA	Post-Secondary Employers' Association (of BC)
SD	Scheduled Development
SD	Staff Development
SLC	Senior Leadership Council
SoB	School of Business
SS	Student Services
T&T	Trades and Technology (School of)
TEC	Technologies Centre (Building, Interurban)
VPE	Vice President, Education
VPA	VP, Administration
VPSD	Vice President, Strategic Development
WSBC	WorkSafe BC
WTCC	Wilna Thomas Cultural Centre
WTTI	Women in Trades Training Initiative

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