

Columbia College
EMPLOYEE HANDBOOK
For Potential and Current Employees

Updated September 2018
(Rev. March 2019)

This handbook is intended for regular full and part time employees.

Facilitators will also reference the Facilitator Handbook





Dear Potential Employee:

Re: Welcoming comments

May I begin by welcoming you to Columbia College. I hope we develop an association that will become a long and mutually beneficial experience.

We have spent many years developing the College's reputation of producing graduates who are rated by their employers as above average to excellent members of their organization. We want to work with professionals such as yourself that will help us continue to improve Columbia's learning environment and quality of our graduates. Put quite simply, we want to be the best in Canada at what we do.

Becoming a new member of an organization is an exciting experience. It involves meeting many new associates or team members in a variety of positions. It also involves learning a great deal in a short period of time about new duties, responsibilities, functions and procedures. It can be overwhelming at times.

The policies and guidelines described in this Employee Handbook are designed to foster the creative, entrepreneurial, and collegial atmosphere that attracted such outstanding people to Columbia College in the first place and that continues to make it an exciting and rewarding place to work.

To help you get a better handle on the College, the program chairperson/manager, facility manager, and accounting department will provide you with additional information where necessary.

I invite you to explore new possibilities and take part in ongoing initiatives during your career here. I also look forward to hearing about your contributions to our students' success.

Yours truly,

Dr. J. T. (Tom) Snell
President
Columbia College

Columbia College EMPLOYEE HANDBOOK

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential or mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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Introduction

This Handbook is designed to acquaint you with Columbia College and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Handbook applies to all employees of Columbia College. Following the policies described in this Handbook is considered a condition of continued employment. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between Columbia College and any of its employees. The information in this Handbook is a summary of our policies and practices, which are presented here only as a matter of information, and can be altered by Columbia College at any time.

This Handbook should be read in its entirety so that employees familiarize themselves with Columbia College's policies and procedures, thus avoiding the inadvertent contravention of them. For a more in-depth explanation of anything covered in this Handbook, please ask your Supervisor.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Changes in Policy

This Handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this Handbook.

However, since our organization is subject to change, we reserve the right to interpret, change, suspend, or cancel with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Columbia College. If you are uncertain about any policy or procedure, speak with your direct Supervisor.

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SECTION I

Columbia College Foundations

Introduction

This document was designed to provide an introduction to Columbia College, its vision, and pillars of success. It also covers Columbia's philosophy, operating principles, approach to business, and a number of associated items related to organizational goals and development. In this document, reference to supporting information located in the Document Manager on the Learning Portal will be made. This Learning Portal can be located at: <https://portal.columbia.ca/course/view.php?id=65>. Access to this Learning Portal can be used with your Columbia College login information.

Background

History and Approach to Education

Established in Calgary, Alberta, Canada in 1985, Columbia College is a recognized private educational institution. It has been designed to be both flexible and responsive to the educational and training needs of business, government, and individual community members at a regional, national and international level. Columbia responds to identified learning needs in the form of programs, courses, workshops, products and professional services. The College provides innovative, flexible and alternative educational programs, products and services to all sectors of society in a caring, positive and success-oriented atmosphere. Columbia has the reputation of being a leader in its field: it has been one of 19 Canadian institutions which has been recognized for exemplary adult educational programs and innovative practices by the Secretary of State (Government of Canada).

Columbia College delivers programs in shorter periods of time. This is referred to as accelerated program delivery or compressed learning. Class sizes are comparatively much smaller than traditional classrooms giving learners more access to instructors/facilitators, and as a result enhancing the quality of their education. Faculty members facilitate learning in small groups rather than lecture to large audiences. This interactive and hands-on approach allows learners to gain and retain greater knowledge and skills that are transferable to the work place. In addition to student evaluation of courses, the college constantly seeks input from graduates and their employers. This process of continuous evaluation enables the college to keep courses more current.

Columbia's Mandate

To provide exceptionally high quality programs, products and services that support the accelerated acquisition of knowledge and skills by learners.

Columbia's Vision

Our vision is to be the world's leading educational and training organization that is recognized by society and industry for the knowledge, skills and abilities of its graduates.

Columbia's Mission

- * To provide leading edge, high quality classroom-based and e-learning-based knowledge and skills;
- * To assist individuals in achieving career and employment related needs in an accelerated fashion;
- * To provide customer focused assessment and consulting services to government and industry.

Columbia's Philosophy (also known as our Quality Policy)

Columbia treats all individuals with dignity and respect; Columbia approaches customers in an honest, open, fair and friendly manner.

Columbia recognizes that vendors, suppliers and consultants are essential for our success and therefore treat them as customers.

Columbia is a proactive, flexible and responsive organization.

Columbia's focus is to continuously improve the quality of its programs, products, materials and services and learning outcomes, through objective and factual analysis of data and information.

Columbia maintains a balance between being highly results-oriented and caring about the development of each learner.

Columbia provides relevant content in a supportive environment maximizing human development.

Columbia employees are professionals who continue to develop their knowledge, skills, and abilities as well as their ability to communicate effectively.

Columbia works cooperatively and collaboratively with leaders from business, government and labor to ensure the advantage of being at the leading edge of new technologies and trends.

Columbia's approach to leadership is demonstrated by supporting others, helping individuals and assisting coworkers. Leadership and fellowship is the responsibility of every employee.

Columbia recognizes that its employees are its most valuable asset. Columbia's future is based on the success of its employees in meeting the present and future needs of learners. Columbia believes input into decision making should be sought from employees as much as possible.

Operating Principles

Columbia's working environment is based on operating principles derived from our professional beliefs relating to human interaction, development, and leadership. These principles are the cornerstone of the organization. They assist us in developing and maintaining successful relationships with our customers. As all our Operating Principles are of equal value, there is no set order of priority. The [Operating Principles document](#) can be found in the Document Manager on the Learning Portal.

Approach to Work

Columbia's future is based on the success of its employees in meeting the present and future needs of learners and employees. Columbia's [Approach to Work document](#) can be found in the Document Manager on the Learning Portal.

Pillars of Success

Columbia College has identified four areas (customer groups) it refers to as its Pillars of Success. In order to achieve success the College must address the needs of customers in each of the following areas: learners, employees, employers, and sponsors/licensing bodies. Each pillar (or customer group) is separate and unique yet each is vital to the short and long-term success of the organization. The [Pillars of Success document](#) can be found in the Document Manager on the Learning Portal.

Diversity Statement

We believe the differences in our opinion and diversity of our cultures and customs among our students and professional staff challenges each of us to better understand our fellow man. This often difficult process increases our understanding and acceptance of others and makes us stronger citizens, more compassionate learners, and more effective future leaders in our community and the world.

In this regard, we, at Columbia College, welcome, value, celebrate, and respect individuals of all races, ethnicity, gender, age, disability, and religion. We are committed to treating all persons with dignity and respect in an honest, open, fair, and friendly manner.

We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a learning community where all people can learn and work together in a safe and secure atmosphere free of fear, bias, discrimination, and other negative treatment. We affirm the right to freedom of thought and expression of opinion within the bounds of courtesy, sensitivity, responsibility, and respect to others with different views.

We seek to foster understanding and respect among individuals and groups through education and constructive approaches for resolving misunderstandings and conflict.

We are committed to the laws of our country and to the development and enforcement of policies, programs, and practices that promote the fulfillment of these principles

What You Can Expect From Columbia College

We appreciate your commitment to Columbia College. As a valued member of our team, you can expect us to show the same commitment towards you. We do this by striving to offer competitive compensation, respect and recognition for good performance, and a positive and productive work environment.

What Columbia College Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly, safely and pleasantly. Secondly, you are expected to cooperate with your fellow co-workers and maintain a good team attitude. How you interact with fellow co-workers and our clients, and how you accept direction affects our success. Consequently, whatever your position, you have the important assignment to perform every task to the very best of your ability. The result will be better performance for us overall and personal satisfaction for you

Columbia Code of Conduct

The Columbia Code of Conduct is intended to guide all of our employees' activities to enhance value and to minimize situations where a conflict of interest could arise. Columbia College is proud to apply the highest standards of conduct in all of its interactions with others. Employees must respect the college's reputation by refraining from activities that can have a negative impact (i.e. inappropriate relationships with students on and off campus, viewing pornographic or other offensive material). Employees are asked to be on their guard against circumstances which may place the college's reputation in jeopardy. The [Columbia Professional Code of Conduct document](#) can be found in the Document Manager on the Learning Portal.

SECTION II

Employee Practices and Benefits

- A. Working with Columbia College**
- B. Employee Benefits**
- C. Personnel Practices and Policies**
- D. Occupational Health & Safety**

A. Working with Columbia College

The descriptions contained in this Section describe the policies and procedures that will be of interest to those starting an employment relationship with Columbia College.

Employment Agreement and Offer of Employment

Upon completion of an interview process, and employment position has been approved, for a new employee, an Offer of Employment Agreement will be prepared. All Offers of Employment must be signed and submitted to Accounting before any payroll deposits will be activated. A new employee can arrange to see a copy of the Employment Agreement before signing the Offer of Employment. The applicable position description will be required to be attached to the Employment Agreement.

Documentation, including but not limited to, proof of eligibility to be employed in Canada (valid social insurance number) will be required before Employment Agreement will be completed. A void cheque or bank deposit information will be required before any payroll deposits will be made.

Employment Agreements are not prepared until all the required appropriate paperwork has been received in Accounting. This includes such things as education, experience, and security check as examples.

If a new employee is unable to provide all the required documents before their employment start date, or the signed Offer of Employment within any time limit specified, Columbia College reserves the right to withdraw any Offer of Employment without penalty or liability to the employee.

All employees will have source deductions as required by Canada Revenue Agency. Employees working a minimum of 25 hours per week on average qualify for group benefits. See Benefit Section below.

If an employee has not been assigned hours of work in a 12 month period, the contract will be considered null and void. Should the employee return to the college after this inactive period, a new signed contract would be required.

Adjunct Facilitator Contract

This contract is to be used for individuals facilitating specific program courses for a specific length of time. As an adjunct facilitator, no deductions (Tax, CPP, EI) will be made. Adjunct Facilitators are not eligible for vacation pay, statutory holidays, or other benefits.

Probationary Period

Probationary Periods are useful for allowing us to evaluate the work habits and abilities of newly hired employees. The Probationary Period also serves as an orientation period for new hires to learn and understand what is expected of them in the employment relationship and how to perform at an acceptable level.

To achieve our team goal of delivering quality education and service, the college aims to make each new employee and adjunct facilitator aware of performance standards and work-place

behaviour that we expect our employees to maintain. This provides the college and the new employee with a mutual period of evaluation.

All new and rehired employees shall serve a Probationary Period for a minimum of 3 months, up to 6 months.

The [Employee Probationary Period ADM-P095 document](#) can be found in the Document Manager on the Learning Portal.

Hours Of Work

Every employee at Columbia College has scheduled hours of work approved by their chairperson/manager. Hours of work will vary depending on the needs of the department and/or specified in the agreement established when an Employment Contract is signed. These hours of work are reviewed and altered from time to time to meet the changing needs of the college as well as personal needs. Scheduled days and/or hours of work cannot be altered without the permission of the manager/chairperson of the department.

Columbia College's normal hours of operation are 8 AM to 5:30 PM, Monday through Thursday; 8 AM – 5 PM on Friday; and 8 AM – 1 PM on Saturday. Evening classes can be scheduled throughout the week and on weekends, and consequently hours or days of work can vary from one employee to another.

Regular Full time employees normally work 8 hours a day, 5 days per week, (40 hours per week) or 2080 hours a year. Regular Part time employees may be assigned by their chairperson/manager to work 0 hours to 40 hours a week.

An 8 hour day will consist of 2 paid 15 minute breaks per day or 1 half hour break within a 5 hour period. The purpose of a break is so employees can have a few minutes to take care of a personal need, relax, have a drink or snack or some similar activity. These breaks shall not be banked and taken at the end of the day (leave early) or a later date. As well, a non-paid lunch break of either one hour or one half hour, depending on the preference of the employee and the approval of their chairperson/manager, is allowed.

Managers/Chairpersons schedule may vary outside the 40 hour per week depending on the demands of the department and/or, peak high volume demands within a program from time to time. Managers may be required from time to time to review their workload with the President.

Flexible Averaging Agreement

Some chairperson/managers may allow an employee to vary their work schedule for many different reasons. This requires a preapproved appropriate agreement to be included in employee's personnel file, signed by all parties involved. No work day should exceed 8 hours of work, or 44 hours per week. Columbia College adheres to Alberta labour standards (link to www.alberta.ca – employment standards) and would not approve any arrangements that fall outside these standards.

Overtime

An employee may occasionally be required to work extra hours over and above the employee's regular schedule. Columbia College will pay time & a half the hourly rate for those employees that have **written approval in advance** of working any extra hours. If an employee includes extra hours on their timesheet without previous written approval from their Manager, it will not be included for payment.

Columbia College will follow all legislated employment standards. For those employees that adhere to the college policies and procedures, approved extra hours will be compensated in a timely manner or will have extra time off approved by their manager.

Attendance

Every employee plays a vital role in keeping our business productive and competitive. Columbia College expects employees to be prompt and regular in their attendance. Management recognizes that occasionally there are good reasons for tardiness or absence from work. Unscheduled absences from work inhibit the college's ability to successfully meet day to day objectives and place extra burden on other employees.

Employees are responsible for being at work when scheduled and not leaving early without authorization from their immediate Supervisor. Employees are also responsible for notifying their Supervisor, as soon as possible prior to the start of the shift, of any absence, the reason(s) for the absence, and their expected return date. The employee should notify their Supervisor as much in advance of the absence as possible.

Employees could be subject to counseling and/or formal discipline if they are absent or late without authorization.

Absence from work, without notification to the immediate Supervisor, may be considered to be an abandonment of your employment with Columbia College.

Wages And Pay Periods

Columbia College believes in fairly and equitably rewarding each employee for the sustained competent performance of a job. Employees are paid by direct deposit, bi-weekly and based on time worked within a two week schedule.

Part time employees are required to enter their time in the online Pay Works system before the bi weekly deadline in order that their manager has enough time to review /alter and /or approve in a timely manner. Timesheet schedule is available through the Manager of the department.

Adjunct Facilitator Contract payment will be processed according to their contract, usually after completion of the course and all facilitation requirements have been completed.

Periodic Review and Compensation Goal

Employee compensation will be reviewed on a periodic basis (every 1 to 2 years) to ensure that Columbia's overall employment practices and benefits remain within at least the mid-range of the market place when compared with similar positions in other professional organizations requiring similar education and experience.

Wage Garnishments –The College may be required by law to withhold monies from an employee's pay. If Columbia College receives a court authorized garnishment or levy, the employee affected will be notified immediately and the pay will be garnished as per the amount specified by the authorities. This is non-negotiable.

B. Employee Benefits

Vacation

Employees are entitled to vacation time and vacation pay after being employed for one year. However, upon employee's request and employee's manager/supervisor acceptance, an employee may take vacation with pay before completing a full 12 months of employment.

If an employee were allowed/approved to take vacation within the first year of employment a minimum of their probationary review must have been completed. For Full-Time employees, if vacation time has been taken prior to being earned, it would be considered an advancement of wages. For Part-Time employees, vacation is accrued on each pay. The accrued amount will be the maximum amount of vacation pay to be paid out at any given time.

Employees are entitled to vacation pay as per their Employment Agreement. For Regular Full Time and Part Time employees, the vacation schedule is typically equivalent to 3 weeks' or up to 6% vacation per year for the first 5 continuous years. Vacation pay is not applicable to Adjunct Facilitators (review Adjunct Contract for details).

Upon completion of:

- 5 continuous years (min. 10,401 hours), employees are entitled to 8% vacation pay or 4 weeks
- 10 continuous years (min. 20,801 hours), employees are entitled to 10% vacation pay or 5 weeks
- 20 continuous years (min. 41,601 hours), employees are entitled to 12% vacation pay or 6 weeks

Vacation scheduling and approvals will be the duty of each Manager. It is important employees understand that within certain positions there are times of the year that they cannot be absent from the college. Vacation requests may be denied if the Manager feels that it would have serious negative effect on operations or if essential services would not be covered. Requests should be made well in advance to avoid any possible conflict.

Employees are required to take all vacation days within the fiscal year. Vacation time cannot be paid out as wages in lieu of taking time. Banking of vacation days from one year to the next is not permitted unless authorized by the President.

If not otherwise stated, vacation pay will be paid out at scheduled breaks (including Christmas).

Statutory Holidays Recognized by Columbia College

Alberta has 9 official general holidays (statutory holidays). These are:

- | | |
|--------------------|---|
| - New Year's Day | January 1 |
| - Family Day | {3rd Monday in February} |
| - Good Friday | Friday before Easter |
| - Victoria Day | Monday before May 25 |
| - Canada Day | July 1, except when it falls on a Sunday, then its July 2 |
| - Labour Day | First Monday in September |
| - Thanksgiving Day | Second Monday in October |
| - Remembrance Day | November 11 |
| - Christmas Day | December 25 |

Other Days recognized by Columbia College as Extra Statutory Days

- | | |
|-------------------------------|-------------------------------|
| • Easter Monday | Monday after Easter |
| • August Civic Holiday | First Monday in August |
| • Boxing Day | December 26 |

Regular Part Time employees will be paid for statutory holidays according to Alberta Employment standards and government legislation.

Christmas Vacation

Columbia has historically demonstrated its appreciation for the hard work, extra hours and commitment of its employees. Regular Full time and Regular Part time employees (working minimum 25 hours per week on average) **may** be eligible for up to two additional days of vacation at Christmas.

Employee Health Related Benefits

Columbia College offers a full benefit plan to all regular full time and part time employees working a minimum of 25 hours per week on a regular basis.

Columbia College reviews its benefits on an annual basis to ensure the best possible plans for the population that it serves will be provided to its employees.

The following Group Benefits are mandatory:

- Short/Long Term Disability
- Life Insurance
- Critical Illness Insurance

Mandatory benefits and benefit deductions will commence after 3 months of employment.

Extended Health and Dental benefits include:

- Drug Plan
- Dental
- Eye Exam
- Hospital
- Health Care Professionals (optional)
- Medical Travel Insurance
- Employee Assistance Program

Health and Dental benefits are mandatory unless the employee has health and dental benefits registered in their name with a spouse/family member's plan. Health and Dental benefits commence after 3 months for those employees employed to work 25 hours/week or more. Contact the Accounting Department for enrolment forms and additional details.

Flex Credit/Health Spending account may be available depending on the length of employment.

Sick Leave

Regular full time and regular part time employees that have consistently worked a minimum of 25 hours per week for the past 6 months are eligible for paid sick leave.

Sick leave is to be used for actual days away from scheduled work due to illness but may also be granted for medical, dental appointments or when a member of your household requires personal care and attention due to illness. A medical note may be requested before sick pay is approved.

After the first 6 months of employment, sick leave will accrue at the rate of 2.3% (equivalent to 0.5 days per month, or up to a maximum of 6 days per year). Unused sick time can accumulate for a 2 year period up to a maximum of 12 days. Sick pay will be based on the employee's regular working hours and work days and will be paid at the employee's hourly rate of pay. A maximum of 8 hours will be paid out per sick day. Sick pay will not be paid out upon termination of employment.

Employees that qualify for sick pay/leave report the absence in Pay Works for the applicable day or pay period by accessing Absence Management. Pay Works will track the leaves on each employee's behalf. Any questions regarding absences can be discussed with Accounting/HR.

1.0 Leaves of Absence

Columbia College is committed to assisting employee's individual situations by providing Leaves of Absences. All leaves must be approved by the Accounting/HR Department in consultation with the Program Chair/Manager in order to ensure that business operations will not be significantly affected.

A Regular Full time or Regular Part time employee must have 52 consecutive weeks of employment at Columbia College to be eligible for a leave. Requests for Leave should be made as far in advance as possible. Employees must give at least four weeks' written notice that they intend to return to work or to change their return date. Columbia College does not have to reinstate an employee if the leave extended past the approved time. Written notice four weeks in advance will be required in order for approval for reinstatement to be considered.

When an employee returns to work after an authorized Leave of Absence, they will be returned to their former position. If that position is unavailable or no longer exists, the employee will be reinstated to a comparable position at a wage rate not lower than the wage rate of their former position, where a comparable position is available.

There is no accrual of any vacation or other benefits during a leave of absence. If the employee chooses to retain group benefits while away, they will be responsible for the employee and employer portion of the benefit premiums. Payment arrangements must be made with the Accounting Department.

Each type of leave provided to employees will now be briefly discussed. For further information on any of these leaves, please consult with the Accounting Department.

1.1 Maternity Leave

Maternity Leave will be granted according to Provincial and Federal legislation. Maternity leave may be taken for the birth of a child and can start within 13 weeks leading up to an estimated due date and no later than the date of birth. Birth mothers may qualify for 16 weeks maternity leave following with parental leave immediately after. Parental leave may be taken for the birth or adoption of a child.

Employees can take up to:

Maternity Leave:	16 Weeks
Parental Leave	62 weeks

A minimum of six weeks written notice when maternity leave is to begin is required, along with a medical certificate within the last 2 weeks of the mother's last day of work.

While on maternity leave, Columbia College will contribute to the employee's benefit plan for the first three months of leave, after which the employee will be responsible for the full cost.

Where an employee fails to provide notice to return to work after parental leave, Columbia College is under no obligation to reinstate the employee unless the failure is the result of unforeseen or unpreventable circumstances.

1.2 Parental/Adoption Leave

Parental leave, by Employment Standards, is defined as:

Birth mother, immediately following maternity leave
Other parent
Adoptive parents
Both parents, shared between them

Written notice of 6 weeks before or as soon as possible is required. A medical certificate is also required for maternity leave within 2 weeks of the mother's last day of work.

Parental/Adoption Leave provides up to 62 weeks of unpaid leave to eligible employees who are the parent of a new child. Employees are responsible for providing at least four weeks of written notice when requesting a Parental/Adoption Leave.

1.3 Bereavement Leave

Full and Part time employees may qualify for paid bereavement leave after their probationary period has been completed and depending on the relationship of the deceased.

In the event of a death of a member of an employee's family, an employee is entitled to a bereavement leave for the purpose of arranging and/or attending the funeral. Up to 3 days of paid leave will be granted for a death in the employee's Immediate Family for those employees that qualify.

Immediate or extended family members would include the following:

- Spouse or common law partner (including same sex partner)
- Parents or grandparents
- Children or grandchildren
- Siblings
- Father in Law, Mother in Law, Brother in Law, Sister in Law, Son in Law, Daughter In-Law
- Guardian
- Any relative who resides permanently with the employee

An obituary, death certificate or funeral program may be requested to approve bereavement leave.

1.4 Compassionate Care Leave

Employees may be eligible for compassionate care leave if they must be away from work temporarily to provide care or support to a family member who is gravely ill with a significant risk of death.

In compliance with Alberta Labour Standards and EI Compassionate Care Benefits, eligible employees may be granted compassionate care leave up to 27 weeks, based on the formula and criteria supplied by Employment Insurance. For more information regarding Compassionate Care Benefits, please refer to government website.

1.5 Unpaid Personal Leave of Absence

Employees are eligible for most unpaid leaves after 90 days of employment. The following outlines the maximum length for each unpaid job-protected leave available to employees in Alberta. Written notice must be provided to the employer as soon as possible, stating the intention of taking leave. Certain leaves have additional requirements. Columbia College respects and follows the guidelines outlined on Alberta Employment standards. Each leave listed have their own specific requirements and may change from time to time without notice. No wages would be paid to the employee during an unpaid Leave of Absence.

Maternity leave	16 weeks
Parental leave	62 weeks
Reservist leave	As needed
Compassionate Care	27 weeks per year
Bereavement	3 days per year
Domestic violence	10 days per year
Citizenship ceremony	Half day – once in a lifetime
Critical Illness	36 weeks for a child 16 weeks for an adult
Long Term Illness	16 weeks per year
Injury leave	16 weeks per year
Personal & Family leave	5 days per year
Death or disappearance of a child	52 weeks or 104 weeks

Vacation and Sick Pay benefits are not accrued during Leave of Absences. Extension of Group Benefits must be arranged through Accounting.

1.6 Extra Personal Time for Regular Full Time Employees

A Regular Full Time employee (as defined in 1.1) must have a minimum of 40 consecutive weeks of employment at Columbia College to be considered for extra personal time away from work. These employees could be considered for up to 2 additional weeks per corporate year.

Regular Full time employees would discuss with their Chair/Manager the request for extra personal time before submitting a formal request in writing to the Accounting Department.

Written requests for extra personal time must be received by the Accounting Department 6 weeks in advance in order to consult with their Chair/Manager and prepare for the personnel change. Approved time could be taken in full or half days, depending on the needs of the employee and the program.

Accounting will adjust the annual salary approximately 2% per week to accrue wages that would support the extra personal time when the employee is away. Adjustment would be reflected in the September pay slip indicating the amount accrued.

2.0 Columbia College Professional Development and Corporate Scholarship Fund

Columbia College supports its employees wishing to expand or enhance their current skills as well as develop new skills. For details regarding access to this fund refer to the [Corporate Scholarship Approval Form](#) and the [Corporate Scholarship Funds Request](#) that can be found in the Document Manager on the Learning Portal.

2.1 Courses at Columbia College

Regular Full and Part time employees may be eligible for up to a full tuition subsidy to take Columbia College courses. Employees will follow the application process in order to be considered for approval. Contact Accounting for further details.

2.2 Immediate Family Tuition Reimbursement Policy

Family members of Columbia College employees may have an opportunity to apply for a partial tuition reimbursement to complete further education at the college. Generally, a family member is considered those children that an employee is legally responsible for and living in the same location. The [Partial Tuition Reimbursement for Family Members Policy](#) can be found in the Document Manager on the Learning Portal.

C. Personnel Practices and Policies

The descriptions in this section relate to the personal conduct expected of employees at Columbia College. Personal misconduct will not be condoned by Columbia College and any individual in contravention of any of the following policies may be subject to disciplinary action, which in some cases, may be up to and including discharge for cause without notice or pay in lieu thereof.

Columbia College adheres to all federal and provincial laws, regulations and applicable regulatory codes. These include, but are not limited to, Employment Standards Act, Occupational Health and Safety Act, Freedom of Information and Privacy Act

Confidentiality

Columbia College regards all information related to customers or employees, and any proprietary information including program related materials, and college documents, as strictly confidential. Columbia College will take every effort necessary to respect the right to privacy of its customers and employees and to protect its proprietary information.

All employees of Columbia College are to maintain the confidentiality of information they are privy to in the course of their employment at Columbia College. This policy continues even after the employment relationship between Columbia College and the employee has ended.

Conflict Of Interest

No employee of Columbia College is to use his/her position of trust and confidence with the organization to further private interest.

Every employee should examine carefully his/her personal dealings with our suppliers, contractors, customers and his/her duties within the organization to make certain there is no conflict of interest. Any conflict, or something that may be perceived to be a conflict, must be immediately reported to management.

Performance Appraisals

Performance Appraisals may be conducted from time to time using a consistent and fair appraisal method. Management will endeavor to ensure Performance Appraisals are fair for all employees, that feedback is provided to all employees, and that any training needs will be addressed.

Personal Conduct And Behavior

The conduct and behavior of our employees reflects upon people's perceptions of Columbia College. Because of this, Columbia College requires its employees to exhibit appropriate professional conduct and behavior when conducting business for Columbia College.

Inappropriate and unacceptable conduct and behavior could result in disciplinary action up to and including termination without notice or pay in lieu thereof, depending on the severity of the infraction.

We expect all employees to:

- Adhere to published policies, practices and procedures;
- Competently perform all job duties assigned;
- Have prompt and regular attendance at work;
- Act courteously to and show respect for co-workers, customers, suppliers or any other person who deals with Columbia College in the conduct of its business;
- Maintain proper hygiene; wear proper attire and footwear during working hours.

The [Employee Dress Code Policy](#) can be located in the Document Manager on the Learning Portal.

Smoking Tobacco

Columbia College is a smoke-free workplace. Any employee wishing to smoke tobacco based products shall do so outside the building away from public entrances. Employees are only permitted to smoke tobacco based products during break periods in the designated smoking area.

Smoking Cannabis

Cannabis consumption in or on Columbia College campus is prohibited, for all employees, adjunct facilitators and students at all times. Both municipal and provincial law prohibits consumption in public places. Provincial law prohibits Cannabis consumption in vehicles.

Cannabis and Cannabis Accessories in or on College Facilities must be stowed in sealed, scent-proof containers.

Change Of Status

In order to keep our records up to date, we ask that every employee notify Columbia College Accounting Department of any changes to name, address, telephone number, tax information, and Social Insurance Number (and any other information required to show legal ability to work in Canada).

Human Rights

At Columbia College, every person has a right to freedom from discrimination. Columbia College is an equal opportunity employer and prohibits discrimination based on any of the following grounds:

- Race;
- Ancestry;
- Place of origin;
- Color;
- Ethnic origin;
- Citizenship;
- Creed;
- Marital status;
- Sex;
- Sexual orientation;
- Family status;
- Handicap;
- Age (when 18 or older);
- Record of offenses.
- Same-sex partnership;

Actions, words, jokes, or comments based on any of the above legally protected grounds will not be tolerated.

If you believe you have been the victim of harassment or discrimination, or know of another employee who has, report it to management immediately. Employees can raise concerns and make reports without fear of reprisal. All reports will be handled in a timely and confidential manner. The [Employee and Student Incident and Grievance Procedures](#) can be found in the Document Manager on the Learning Portal.

Columbia College also has a duty to accommodate disabled or handicapped persons, and shall endeavor to do so.

College Property, Telephone, and Network Use

Columbia College property is to be used to conduct college business and it is not to be used for other purposes without prior approval. College property includes (but is not limited to) its premises, equipment and furnishings, systems and computer programs, course and program related materials, program/department, and college documents. Usage of college property may be monitored.

Columbia College's telephones and computer networks are intended for the use of serving our customers and in conducting our business.

While Columbia College recognizes the need for some personal usage of telephones and computer networks from time to time, management would like to discourage personal usage as much as possible.

Our computer systems (including email and internet access) belong to the organization, and are intended for business use only. Those using our systems should not have any expectation of privacy. We may, at any time and at our sole discretion, monitor usage and take disciplinary action against any employee's inappropriate use of our systems. The [Electronic Communications Policy](#) for Staff can be found in the Document Manager on the Learning Portal.

Driving Vehicles For Work Purposes

Policy Intent

To ensure the safety of Columbia College employees, volunteers, their passengers, and the public at large when operating a motor vehicle in the performance of Columbia College business.

Policy Statements

1. Employees and volunteers driving a motor vehicle while engaging in Columbia College business must be legally permitted to operate a motor vehicle in Alberta. Drivers are required to:
 - Hold and carry a valid full class 5 driver's license;
 - Hold and carry a valid vehicle registration certificate;
 - Display a valid license plate with current validation sticker;
 - Hold and carry proper and adequate automobile liability insurance*;
 - Maintain a safe vehicle;
 - Operate the vehicle in a safe and courteous manner, following and obeying all federal, provincial, and municipal driving and transportation laws, rules, and regulations;
 - Be financially and legally responsible for any traffic or parking violations they incur.
2. Under no circumstances shall an employee or volunteer transport a Columbia College student in any motor vehicle.
3. Employees driving their vehicle while on the job must not be under the influence of any form of intoxicant, including cannabis.

***Insurance Requirements**

Columbia College's Non Owned Automobile liability insurance does not protect an employee, volunteer, or vehicle owner against a claim from a third party e.g. students, employees, volunteers, members of the public, etc.). Liability rests with the vehicle owner and they will need to manage any lawsuit through their own insurance.

Prior to driving a vehicle to engage in Columbia College business, an employee or volunteer must ensure that they have adequate vehicle liability insurance coverage. In securing their vehicle liability insurance coverage, employees and volunteers must ensure that they fully disclose with their insurer how they will use or might use their vehicle while engaging in Columbia College business and that this information be noted on the insurer's file.

Compensation

Columbia will compensate employees for the authorized use of their vehicle at the rate of \$0.50 per kilometer in town and \$0.45 per km out of town. Approved mileage and parking related expenses must be submitted within sixty days of when the vehicle was used or it will not be paid.

Travel, Accommodations, Meals

For travel, accommodation, meals and entertainment purposes, employees must complete a Request for Approval form for pre-authorization of anticipated costs.

Columbia will reimburse employees the actual amount for all authorized charges related to travel, accommodation, and meals under the following conditions:

1. The most cost-effective means of travel are chosen;
2. Modest accommodations are arranged;
Meals will be limited to \$80.00 per full day while on company business. Guideline: Breakfast \$20.00, Lunch \$20.00 and Dinner \$40.00. Original receipts must be provided for reimbursement. Taxes and tips are to be included.
4. Entertainment or hosting of guests must be authorized by the President in advance.

Progressive Discipline

Columbia College believes in encouraging consistent self-discipline and corrective action in the event of undesirable or unacceptable conduct, behavior, or violations of policies, procedures or standard practice. Where discipline is required, it is the policy of Columbia College to administer discipline fairly.

Disciplinary action may call for any of five corrective steps - informal counseling, verbal warning, written warning, suspension with or without pay, or termination of employment. The severity of the concern and the number of past occurrences will dictate the corrective steps necessary. Any of the steps may be repeated, with the exception of termination of employment, or skipped depending on the severity of the matter.

The [Employee and Student Incident and Grievance Procedures](#) can be found in the Document Manager on the Learning Portal.

Terminations & Resignation Of Employment

Should we decide to terminate your employment, including the need for a temporary or permanent layoff, we will comply with all provisions contained in applicable employment legislation, unless otherwise stated in an employment contract or agreement.

If you decide to leave your job, we would appreciate written notice of at least two weeks or longer if stipulated in an employment contract and your reason for leaving. You may be asked to participate in an exit interview with management in order for us to better understand your reasons for leaving and to assist us in improving our workplace.

D. Occupational Health and Safety

Management of Columbia College is vitally interested in the health and safety of its employees.

Protection of employees from injury or occupational disease is a major and continuing objective. All employees, both employers and employees, must be dedicated to the continuing objective of reducing the risk of injury.

It is the policy of Columbia College to comply with legislative requirements and to make our facilities safe places to work. We will strive to eliminate any foreseeable hazards which may result in personal injuries or illnesses, fires, security losses, property damage and accidents. Loss prevention is the direct responsibility of all who are associated with Columbia College. Management expects and encourages active participation in identifying and eliminating hazards, minimizing accidents, working safely at all times, and following procedures necessary for the protection of all.

Columbia College has an Occupational Health and Safety policy manual in place. It is advised that all employees read and familiarize themselves with the policies contained therein.

Through cooperation and the full acceptance of the responsibility to consider health and safety in every activity, we will be able to ensure that Columbia College remains a safe place to work. The [Occupational Health and Safety Manual](#) can be accessed in the Document Manager on the Learning Portal.

Workplace Violence Prevention And Harassment

Columbia College is committed to the prevention of workplace violence. This includes any physical or verbal abuse at or outside the workplace. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Violent behavior in the workplace is unacceptable from anyone.

Columbia College is committed to providing a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in or outside the workplace. Workplace harassment means engaging in a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Harassment is a form of discrimination. It involves any unwanted physical or verbal behavior that offends or humiliates someone. Harassment can also be in a form of Virtual Harassment (harassment through social media) or through Texting. Inappropriate or offensive conduct is always unacceptable, regardless the method of delivery.

All workers are encouraged to raise any concerns about workplace violence or harassment and to report any incidents or threats to management immediately. There will be no negative consequences for reports made in good faith. Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

The [Employee and Student Incident and Grievance Procedures](#) can be found in the Document Manager on the Learning Portal.

Protective/Restraining Orders

Any employee who applies for or obtains a protective or restraining order which lists the college locations as being protected areas, is to provide their Chairperson/Manager with a copy of the petition and declarations used to seek the order, a copy of any granted temporary protective or restraining order, and a copy of any permanent protective or restraining order. This information

will be kept confidential for the protection and right of the employee.

SECTION III

Orientation for New Employees to Columbia College

Introduction

The following outlines the items that could be reviewed during your orientation. Please read this section carefully to identify those items that you may need further assistance with.

Procedures

New employees should report to their Chairperson/Manager on their first day of work and, if they have not already done so, they should be given a tour of the office and college as a whole.

New employees are provided with the necessary documents for submission to Accounting no later than one (1) business day after the initial date of employment. Tardiness will delay payment to the employee.

Applicable to all employees: Employment Contract
Confidentiality Agreement where applicable
Personal Information Privacy Agreement
Security Clearance Check (if applicable)
TD1 Revenue Canada Form
Void Cheque or Banking Information

The new employee is presented with the benefits booklet and, where applicable, the Employee Handbook, Facilitator Handbook, and Facilitator Binder.

Hours Of Operation

- The front office is open Monday through Thursday from 8:00 am to 5:30 pm.; Fridays from 8:00 am to 5 pm; and Saturdays from 8 am – 1 pm.

Floor Plans for Building 802, 803, 805, and 4

- The Floor Plans for each building are available in the Document Manager on the Learning Portal.

Office Administration

Mail

- Each Program/Department has a mailbox that is located in the Main Office in Building 802. All incoming mail is distributed to these mailboxes. Chairperson/Managers/Program Directors or designated personnel normally check their box on a daily basis.
- All outgoing mail is to be dropped off in the Main Office located in Building 802. Outgoing mail is stamped and delivered to the Post Office box.
- If you need something sent by courier, please see the Receptionist in the Main Office located in Building 802.

Faxes

- Faxes are distributed via email.

Meeting Room and Classroom Reservation

A room reservation system is in place at Columbia College, all room reservations are made through email to scheduler@columbia.ab.ca. This email address is monitored by the Registrar's Office.

Meetings and workshops require advance booking to ensure that appropriate space is assigned and available for your meeting. Email in your request advising the date, time required, number of people in the meeting, and any other special requirements you might have for the meeting. It is advisable to book as early as possible to ensure space is available. Please be aware that bookings may change depending on activities and room availability.

Telephones

The Telephone Instructions are available in the Document Manager on the Learning Portal.

Cleaning Requests

Employees are asked to send an email to the Facility Manager if they have a specific cleaning request, or see that something has not been cleaned or requires cleaning. The Facility Manager will respond to the email that the request has been dispatched to the appropriate cleaning team and advise that it will be completed immediately or let the employee know when it should be completed.

Bookstore

The College's Bookstore is located in Building 802. Items may be accessible during the same hours the Main Office is open. The College provides access to millions of periodicals and journals via the Internet.

Maintenance Requests

Employees are asked to send an email to the Facility Manager if they have a specific request to have something replaced or repaired. The Facility Manager will respond to the email that the request has been dispatched to the appropriate maintenance person and advise that it will be completed immediately or let the employee know when it should be completed.

Photocopiers

- During your orientation you are shown how to operate the photocopiers. Each employee has been assigned a personal identification code to be used when doing photocopying. The Information Systems Manager will give you your personal identification code. Columbia College staff (administrators, advisors and facilitators) must not give students or any other unauthorized individual access to their assigned photocopy code. Should an unauthorized individual be given access to a Columbia College photocopy code, this code should be removed and a new code assigned as required. Note: Giving out photocopy codes to other individuals compromises the privacy of the information on the document server found on the photocopier. If an individual is deemed to require temporary access to a photocopier, please direct them to the Information Systems Manager to set up a temporary number.
- Administration staff and faculty are responsible for doing their own printing with the codes that have been provided to them. Personal print jobs are controlled informally by contacting the Chairperson/Manager of your department or an Administrative Assistant in the Main Office to arrange for payment for your print/copy jobs. These print/copy jobs are expensed based on the current 'per-page-side' rate as identified by the college Administration manager located in building 802.

Binding Machine

There is a machine used to bind manuals or documents. It is located in the Main Office in building 802. Please request assistance from the Administration team in the Main Office.

Vending Machine

There are vending machines located in three buildings (805, 803, and 4). If you have trouble with these machines, please review the contact card on the vending machine and contact the provider of the vending machine who will drop off any necessary refunds.

Supplies

To receive general supplies, please request an Office Supplies Requisition Form from an Administrative Assistant in the Main Office in building 802. Once you have filled in this form, the Administrative Assistant will provide you with the requested office supplies. If you require an item that is not a general office supply please request assistance from one of the Administrative Assistants in the Main Office.

Student Copying/Printing

Students are provided with a set amount of printing determined by his/her department. Students log in to the copiers using their six digit student ID code and the day and month of their birthday (e.g. if the student's ID is 2013-160522 and the birthday is May 1 the code would be: 1605220105). Students can load additional money into their account in the Main Office in building 802. Students can purchase amounts in multiples of \$5.

Technical Support

Columbia College has an Electronic Communications Policy that all employees and students are expected to follow. The purpose of the policy is to provide the college with the necessary control of the use of Internet, Email and software applications in compliance with other college policies. The [Electronic Communications Policy](#) for Staff can be found in the Document Manager on the Learning Portal. If you have a technical issues, please submit a task request or email technical support at: techsupport@columbia.ab.ca.

Computer Use

Employees should always be aware of their actions when utilizing the college computer network, software and other computer equipment. The college only supports use of such equipment for lawful and authorized purposes. All employees are accountable for their activities on the college computer equipment. Employees must not disclose their passwords, either directly or by someone observing them logging into the network. Passwords with personal associations or those that are very simple or short should not be chosen. Employees must always log off, lock, or otherwise inactivate their computer if they will be away from their workstation for more than 30 minutes.

Serious security infractions or offences, such as theft, conspiracy, or intentional acts of sabotage are punishable by termination of employment and prosecution by local law enforcement. Infractions such as pirating software or sending harassing or offending email are punishable by either formal written reprimand or based on severity, termination of employment as well as prosecution by local law enforcement as applicable.

Employees are not permitted to use privately owned software on college equipment without prior approval from the IS Manager. Guidelines for checking disks used by employees at home or at other locations can be obtained from the IS Manager. If approved software corrupts any system, it will be removed permanently.

Any unusual occurrences such as unexplainable system activity or unexpected or incorrect processing results must be reported to the IS Manager.

Email

Email addresses are provided to employees for College related communication. The information transmitted through these accounts is the property of the College and not the employee and could be considered College records. The college routinely backs up email and could be assessable from backup files, even after it has been deleted. It is best to not assume that any email messages that you send or receive are confidential.

Email is not secure and can be read at any time by the IS Manager. Since email messages take up space, staff should not save every message and should delete sent items regularly. Staff should adhere to proper email etiquette such as sending only messages suitable for business, not spamming, not using only upper case, etc. To keep mailbox appropriately manageable for the network, employees are required to either save email attachments to a network location or delete them. For more information about using email, please ask IS Manager for help.

Internet Usage

Many employees have access to the Internet either through the college, at home or elsewhere. Access to the Internet through the college is not for personal use. Inappropriate social networking and casual blogging are not required for business and could be grounds for discipline and/or dismissal.

Only properly licensed software and browsers that are placed on the college computer terminals by the IS Department may be used to gain access to the Internet.

Each employee using any Internet technology shall do so with sensitivity to the need to protect confidential and proprietary information of the college. It is best to assume that you have no control over dissemination of information once it is received by the intended recipient. Each employee must take steps necessary to protect the confidential, proprietary and trade secret information of the college.

Accounting Department

- The College's regular employees are paid biweekly. Part-time employees must submit hours scheduled to work and worked in the PayWorks payroll system every other Friday. Timesheets must be approved and signed by Chairperson/Manager before submission to Accounting. Late timesheets will be processed the next pay period. Timesheet due dates are available from each department manager or designate. The Timesheet Template may be found in the Document Manager on the Learning Portal. Facilitators that are hired on a more limited basis need to check with their chairperson/manager on methods of invoicing and payment. Contracted Facilitators invoice the college after all required information has been submitted and payment approved. Processing of the invoice will occur monthly.

- The College employees have a Social Fund. Each pay period \$2.00 is deducted from their pay. This fund pays for or subsidizes a variety of activities. Some examples of activities participated in the past are staff lunches, event at the Calgary Corn Maze, children's Christmas party, Jubilations, etc.. Activities within the social fund are reviewed with the committee on a regular basis, and new employees are encouraged to check with their Chairperson/Manager whether they can have permission to join this committee.

Building Security

- If you are assigned an outside door key, the Facility Manager or designate will review the entire security and shut down procedures with you and give you the security code for all four buildings.
- For complete instructions on shut down procedures and building security the [Closing Procedures](#) document is available in the Document Manager on the Learning Portal.
- An after-hours doorbell to gain access to the College is located on the outside doors of Buildings 802, 805, 803 and Building 4.

Emergency Procedures For Evening Facilitators

- In case of a facility emergency (plumbing, electrical, building) call the Willowglen office at 403-571-7280 and listen to the recording. Call the person that is ON CALL that evening.
- If case of a security concern (i.e. suspicious persons, escorting to cars that are parked in secluded areas, vandalism etc.) call Securitas at 403-651-1863 and they will page the On Site Security Guard. The Security Guard is in the park in the evening. Please allow for a 15-minute maximum waiting period.
- Do not leave front entrance doors propped open. Once classes have begun the entrance doors should be locked so that people can only leave the buildings but cannot re-enter.
- When leaving the buildings at the end of the evening arrange with fellow classmates to leave as a group.
- In case of all high alert emergencies call 911 and report the incident.
- Prior to leaving, complete a building check to ensure no individuals remain in the building.
- Refer to the [Personal Safety and Security document](#) that can be found in the Document Manager on the Learning Portal.

Keys

- All employees are given an inside key that opens most interior classroom doors in all four buildings. If you require access to the buildings after hours you will need to request an outside key from the Facilities Manager.

Parking

- You will need to obtain a Parking Permit to park at the College.
- Refer to the [Employee Parking document](#) that can be found on the Document Manager in the Learning Portal. This document will include the map of parking available to those who purchase a parking permit.

Maintenance Requests

- Refer to the [Facilities Management Department Building Maintenance Request Procedure document](#) that can be found in the Document Manager on the Learning Portal.

Information Systems Requests

- Refer to the [Computer Repair/Maintenance Request Procedures document](#) that can be found in the Document Manager on the Learning Portal.

New Employee Checklist

- Refer to the [New Employee Orientation Checklist document](#) that can be found in the Document Manager on the Learning Portal. All new employees need to have this form filled out and signed by the appropriate personnel.

Privacy Statement

- The [Privacy Statement document](#) that can be found in the Document Manager on the Learning Portal.