

## Policy 6160: Family Care Expenses for Staff Serving on College Committees

### A. PURPOSE

The purpose of this policy is to support employees' full participation at the College by offering reimbursements for additional family care expenses incurred as a direct result of attending a college committee meeting scheduled outside of normal working hours.

### B. SCOPE / LIMITS

This policy applies to all employees.

Family care expenses covered under this policy are only those actual *additional* expenses that an employee incurs as a direct result of participating in a committee meeting.

### C. PRINCIPLES

1. The College will remove barriers to inclusion through fair and equitable scheduling of committee meetings.
2. The College will support the use of remote-meeting technology and will pursue partnerships with on-site care providers to achieve greater flexibility.

### D. DEFINITIONS

1. "Family Care" refers to care for a family member who resides with the employee on a full-time or part-time basis and is:
  - A child under 18 years of age;
  - A person with a disability; OR
  - An adult, who is a dependent, requiring care
2. "Committee" refers to a formal work group of appointed or selected members and is not to be confused with more informal working groups such as task forces or teams. Distinguishing features of committees are their formalized Terms of Reference, and their meeting minutes which are made publicly available. Committees must either be legislatively mandated (as in the case of JOHS and EdCo), or they must report to another body such as the President's Office or the Board of Governors.

## Policies and Procedures

### Other relevant policies:

#6040 Equity, Diversity and Inclusivity

#9400 Expense Statements, Travel Advances, Requests and Approvals

### Responsibility, Recommendation and Approval Dates

**Executive Responsibility:** VP College Services, CFO

**Administrative Responsibility:** Director of Human Resources

**Recommended by Policy Review Committee:** 2020-05-20

**Recommended/Approved by Education Council:** N/A

**Approved by President:** 2020-11-02

**Linkage to Board Policy:** E30, E40