

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
TRAVEL AND SUSTENANCE EMPLOYEES WORKING ABROAD	POLICY #: OPR D-03.5	APPROVED: APRIL 27, 2016 REVIEWED: OCTOBER 27, 2017

PURPOSE

Parkland College provides international opportunities to employees to share and gain experience in a diverse range of teaching and training projects.

PROCEDURES - APPROVAL

1. The Parkland College Board of Governors must approve International Projects if the monetary value (revenue and or expenses) exceeds \$200,000 as per GOV C-12.
2. Parkland President must approve all employee International Projects and Travel when the monetary value (revenue and or expenses) is less than \$200,000 as per GOV C-12.

Considerations for approval may include, but are not limited to the following;

- Employee voluntarily accepts International opportunity and considers the opportunity as normal workload and therefore, not subject to a separate contract of employment;
 - The project is partnership with College and Institutes Canada (CICAN) which requires the Government of Canada to approve travel through completion of risk assessment;
 - Director approves Project Team / Personnel for International opportunity;
 - Director attains additional health insurance for emergency evacuations;
 - Director reviews any alerts for the country of travel via Foreign Affairs and International Trade Canada advisories and deems travel safe;
 - Director provides Project Team / Personnel with travel alerts;
 - Director reviews VISA / Travel passport requirements for Project Team / Personnel; and
 - Employee complete the International Travel Requirements as listed below.
3. The Employee must complete or confirm the following travel requirements prior to departure;
 - Always reference and adhere to Project Guidelines and Requirements outlined in Request for Proposal (RFP);
 - Employee is an Active member of the Parkland College BlueCross or Great West Life Benefit Plan;
 - Employee contacts Parkland College Benefit Provider to attain details for Out of Country Travel coverage and insurance;
 - Employee is Registered with Global Affairs Canada (Registration of Canadians Abroad: <http://travel.gc.ca/travelling/registration>);
 - Employee registers for WorldWide Insurance Policy for emergency healthcare and evacuation (Guard.Me);

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- Employee ensures necessary Vaccinations are completed (<http://travel.gc.ca/travelling/health-safety/vaccines>);
 - Employee has attained the required document VISA <http://travel.gc.ca/travelling/documents/visas>;
 - The Director books appropriate Flights and Accommodations;
 - Employee ensures Information Technology install and or review necessary Technology / Apps to ensure seamless communication;
 - Employee, in conjunction with supervisor, submits travel itinerary for each day abroad for approval by out of scope supervisor;
 - Employee advises Marketing to finalize internal and external communication and promotion plan; and
 - All the above to be confirmed and approved by the Director prior to travel.
4. Employee completes the following internal checks prior to departure;
- Supervisor and employee agree to communication schedule and appropriate method;
 - Employee notifies Human Resources a minimum of fifteen (15) days prior to departure;
 - Employee reviews Country Guide, Customs, Etiquette, Climate, Business Norms, etc.; and
 - Employee may request a 50% advance on their per diems, upon approval by Director and Director, Finance.

Employer Expectation

- Employees have a general duty of care towards themselves and to others and avoid unnecessary risks while abroad;
- Employee may only claim their regular or normal hours worked in a day;
- Parkland College will not be responsible for any meal or accommodation expenses on a day where there is no international commitments or job requirements (also known as “off days”); and
- Upon return from travel, employee must provide Executive team with a report outlining travel / project highlights and outcomes achieved.