

Policy Name	<b>International Travel/Employees Working Abroad</b>		
Policy #	<b>707</b>	Category	700: HUMAN RESOURCES
Steward	VP, Partnerships & Innovation	Date Approved	December 13, 2023
Next Review Date		Date Reviewed or Revised	

## **POLICY**

The College provides international opportunities to employees to share and gain experience in a diverse range of educational initiatives.

The policy will provide guidance for employees working abroad during international recruitment, international development projects, and outbound student mobility. It intends to reduce the risk to the individuals and the College by outlining expectations and enforcing safety protocols.

## **PRINCIPLES**

1. Employees have a general duty of care towards themselves and to others and avoid unnecessary risks while abroad;
2. Employee voluntarily accepts International opportunity and considers the opportunity as normal workload and therefore, not subject to a separate contract of employment;
3. Employee may only claim their regular or normal hours worked in a day;
4. The College will not be responsible for any meal or accommodation expenses on a day where there is no international commitments or job requirements (known as “off days”);
5. Meals/accommodation expenses during international directed activities will be reimbursed to the employee according to the National Joint Travel Directive, Appendix C & D.
6. Throughout the duration of the assigned international activity, the employee, as a representative of Suncrest College, will adhere to all professional code of ethics and values of the college, and
7. Upon return from travel, employee must provide Executive team with a report outlining travel / project highlights and outcomes achieved.

## **SCOPE**

This policy applies to all in-scope and out-of-scope and short-term contract employees engaging in international work outside of Canada.

## DEFINITIONS

**International Development** – the pursuit of a better world for all through the elimination of poverty, discrimination and injustice. Worldwide, the most common framework to understand International Development is found in the United Nations' Sustainable Development Goals

**International Recruitment** – Activities related to the encourage enrolment of international in a particular program, course, or class, or institution

**Outbound Student Mobility** – a program which involves the placement or exchange of a student or group of students in any international institution abroad.

**Off Days** – Days prior to or days after the approved schedule of work.

## PROCEDURES

1. The College Board of Governors approves college participation in International Education activity and/or Development Project.
2. The Suncrest College President must approve all employee International Projects and Travel. Considerations for approval may include, but are not limited to the following:
  - For international development projects, the Vice-President overseeing the international portfolio has completed the Request for Approval: Out-of-Province Program Proposal form to seek Ministry approval, pursuant to Section 4, 13 and 30 of The Regional Colleges Act and Section 10, 11, 12(5) and 14(e) of The Regional Colleges Regulations;
  - The project is partnership with College and Institutes Canada (CICAN) which requires the Government of Canada to approve travel through completion of risk assessment;
  - The Vice-President overseeing the international portfolio approves Project Team/ Personnel for International opportunity and the associated out of province travel form;
  - The Vice-President overseeing the international portfolio reviews any alerts for the country of travel via Foreign Affairs and International Trade Canada advisories and deems travel safe;
  - The Manager overseeing the international portfolio attains additional health insurance for emergency evacuations;
  - The Manager overseeing the international portfolio reviews VISA / Travel passport requirements for Project Team / Personnel;
  - The Manager overseeing the international portfolio provides Project Team / Personnel with pre-departure orientation regarding travel arrangements, travel alerts, safety and project expectations; and
  - The Employee completes 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 Suncrest College Benefit Plan;
  - Employee contacts Suncrest 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);
  - Employee registers for WorldWide Insurance Policy for emergency healthcare and evacuation (Guard.Me);
  - Employee ensures necessary vaccinations are completed as advised by the government of Canada; recommended to attend public health travel clinic
  - Employee has attained the required document VISA for the country(ies) travelled;
  - The Manager books appropriate flights and accommodations as per project guidelines;
  - 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 Manager 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 attends pre-departure session and reviews Country Guide, Customs, Etiquette, Climate, Business Norms, etc.; and
  - Employee may request a 50% advance on their per diems, upon approval by Vice President.

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

- Regional College Act - Section 4, 13 and 30
- Regional Colleges Regulations - Section 10, 11, 12(5) and 14(e)

#### **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

[Registration of Canadians Abroad](#)

[Recommended/required Vaccination information](#)

[VISA information](#)

[National Joint Council Travel Directive](#)

[Out of Province Travel request form](#)

Ministry of Advanced Education Request for Approval: Out-of-Province Program Proposal form