

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Approved: September 1, 1999  
Responsibility: COG

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**PRACTICE TYPE:** Human Resources

**PRACTICE TITLE:** Niagara Plan - Alternative Work Experience for Administrative and Support Staff

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**A. Introduction**

The College recognizes that short-term alternative work opportunities in the service, business or industrial sectors can be a valuable source of human resource development and renewal for support and administrative staff and for the institution.

The opportunity to pursue alternative work experience shall be available to all support and

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2. should be advised by the appropriate Vice-President if an alternative work experience is to be arranged for an administrator or support staff member at the College.
3. Following initial discussions with the College, contacts with potential work experience sponsors may be initiated by candidates. The objectives of the experience, length and time of work experience should be discussed with possible sponsors during this initial planning period.
4. Upon selection of a sponsor, the applicant should complete a copy of the Alternative Work Experience Plan. The form will serve as the formal record of the alternative work experience plan and should be signed as indicated on the form and forwarded to the
5. Based on information contained in the Alternative Work Experience Plan Form, the President will send a formal request for sponsorship to the identified employer. The letter will reaffirm the details and objectives of the plan as identified in the form.
6. College participants will be expected to adhere to the conditions of employment at the sponsoring site and to work with the sponsor for the identified period(s). While on alternative work experience, College participants will continue to receive their College salary but will not be reimbursed for travel expenses. The College does not expect sponsors to provide such reimbursements; however, in the event that expense costs are voluntarily provided by the sponsor, participants may retain these payments. The Director, Financial Services, shall be advised of any other monies, donations or materials which a sponsor may forward to a staff member on work experience. All donated department/division. This will enable others within the area to benefit from the work experience of their colleagues.
7. At the conclusion of the alternative work experience
  - (a) the sponsor will be asked to complete the Work Experience Sponsor Questionnaire;
  - (b) an alternative work experience report will be completed and submitted by the College participant to the College supervisor and Vice-President with a copy to the Human Resources Development Consultant. The report should address two areas:

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- (i)     what the participant did during the alternative work experience;
  - (ii)    what the benefits and limitations were during this alternative work  
          experience;
  - (iii)   a proposed plan to share the knowledge learned during the alternative  
          work experience in a variety of forums within the college community.
- (c)     a letter of appreciation will be sent to the sponsor by the President.

Forms are available from Human Resources, the Human Resource De  
office and the office of the Vice-President, Academic.

UNDER REVIEW