

## APPRENTICESHIP AND CERTIFICATION BOARD POLICY

Name:	Sector Committee Member Change of Employment Policy
Subject:	Governance
Effective Date:	August 8, 2022

### Definition:

**“Change of employment”** – A change in a Sector Committee member’s employment status or place of work after the time of their appointment by the Board. These include a change of employer, change in position or role, or retirement.

### Policy Statement:

In accordance with section 2.24 of the Apprenticeship and Certification Board General By-Law, Sector Committee members who have a change of employment must provide notice to the Board, in writing within 15 business days of officially accepting the new employment.

Members must submit a letter to the Board Chair stating the change in employment and must include the name of the new employer, the services provided at the new workplace, and details of the member’s tasks and responsibilities, if they wish to continue to serve on the Sector Committee. The member must also state and provide justification as to whether or not they are remaining within the same sector as a result of their new employment, and how it affects their ability to represent the industry they were appointed to represent as a Sector Committee member.

### Procedure:

When a change of employment notice is submitted to the Board, the process for review is as follows:

1. The Board receives a member’s change of employment notice.
2. The Board reviews the member’s notice, discusses whether the member is eligible to remain on the Sector Committee and takes a vote on whether the member can remain or if their appointment will be revoked.
  - a. If a member provides justification that they are remaining within the sector as a result of their new employment, and the Board, after thorough review and discussion *agrees*, the member will be allowed to remain in their appointment, and correspondence will be provided to the member from the Board Chair.
  - b. If a member provides justification that they are remaining within the sector as a result of their new employment, and the Board, after thorough review and discussion, *disagrees*, the member’s appointment will be revoked, and correspondence will be provided to the member from the Board Chair.
  - c. If a member provides justification that their new employment is *not* within the industry they represent as a Sector Committee member; and the Board, after thorough review and discussion *agrees*, the member has the option to resign, or their appointment may be revoked, and correspondence will be provided to the member from the Board Chair.
    - i. Members must follow the Resignation of Members requirements stipulated in Section 2.22 of the Apprenticeship and Certification Board General By-Law.
3. If a member’s appointment is revoked and a seat in the committee is left vacant, the Board will decide, on a case-by-case basis, whether a new appointment will be made immediately or if it will remain vacant until the Board appoints/re-appoints members to the Sector Committee.

### Rationale:

Sector Committees represent trades in common industries. They are responsible for reviewing applications for members to participate on Industry Working Groups, review the work of trade-specific Industry Working Groups related to updates to program standards, liaise with members of the sector to understand issues and potential impacts of Board considerations, and bring forward concerns to the Board.

Therefore, a change of employment outside of the industry they represent may negatively affect a Sector Committee member's ability to maintain current relationships with industry members and knowledge of the industry. The responsibilities of Sector Committee members require knowledge of the industry, employment, and technical training. The Board appoints representatives who are knowledgeable of a trade/occupation or group of related trades/occupations.

In accordance with Section 2.10 (ii) of the Apprenticeship and Certification Board General By-Law, any individual who is appointed by the Board to represent a sector must:

- Hold trade certification and be employed in the trade;
- Be a final year apprentice who does not have trade certification but has completed technical training and examinations for all levels and has been granted permission for the Board to provide employee representation on a board;
- Have acquired the skills of a trade through not less than one and half times the work experience required for the proposed term of apprenticeship; or
- Represent the interests of those persons hired to work in a trade.

If, due to a change of employment, a member no longer satisfies any of the above requirements, their position on the committee is subject to review by the Board and may result in revocation of appointment.

Board Motion(s)	2022.08.47
X-Referencing	Apprenticeship and Certification Board General By-Law
Legislation	The Apprenticeship and Certification Act
Comments	