

Date:

Student First Name:

Student Last Name:

Full Canadian Mailing Address:

Street Number:

Street Name:

City:

Province: Student

Postal Code:

Student Banner ID:

Hourly Rate of Pay:

Email of on-campus employment approval received

Hiring Department:

Contract Start Date:

Duties Outlined By:

Contract End Date:

Hours per Week:

Administrative Manager/WTE Approver (Admin with PAF Approval):

Durham College is pleased to offer you work-study contract employment as

In this position, you are classified as a student employee under the relevant collective agreement with the Ontario Public Service Employees Union, Local 353, as listed below. As such, this position is subject to the deduction of union dues. As a Durham College employee, the skills and commitment you bring to this position will make an important contribution to the student experience.

Under the DC Works program, your department will be reimbursed for your wages to a maximum of 140 hours (up to 12 hours/week) per semester. (Classified as Student- part-time agreement)

Under the College's Summer Employment program, your department will be reimbursed for your wages to a maximum of 525 hours (up to 35 hours/week). (Classified as Appendix G- full-time agreement)

You will receive vacation pay regularly on your bi-weekly pay. Electronic timesheets must be filled out, as indicated by your supervisor for approval. Instructions for submitting electronic timesheets can be found online at **MyDC > Financial Aid and Awards > Student Jobs tab > How Do I Get Paid?, click on Online Timesheet (Web Time Entry) Instructions.**

Durham College is pleased to provide accommodations to support employees with disabilities. If you require specific accommodation, please contact your Manager to discuss. Please visit the Accessibility policy for further details regarding accommodating your accessibility needs.

www.durhamcollege.ca/accessibility-policy

As a Durham College employee, you are an integral part of the campus community. All College employees are governed by the values and expected behaviours outlined in the College's Employee Code of Conduct as well as other College policies including but not limited to the Workplace Violence Prevention Policy; Sexual Violence and Harassment Policy; and Acceptable Use of Information Technology Policy. You are expected to adhere to the College's policies and procedures, including any changes or additions to the policies and procedures that may take place during your employment.

To comply with legislated training requirements, you are required to complete mandatory training in Accessibility for Ontarians with Disabilities (AODA), Workplace Hazardous Materials Information Systems (WHMIS), and Workplace Violence and Harassment. Your training is to be completed online and can be found at **MyDC > Financial Aid and Awards > Student Jobs > Training.**

CAAT Pension:

As a College employee, you are eligible to join the CAAT defined benefit pension plan effective the first day of your employment with the College. Please visit the Plan's website (www.caatpension.on.ca) for details about the Plan, how you may join, and factors to consider before joining.

- Member Handbook - (<https://caatpension.on.ca/en/members/member-handbook>)

Important: If you would prefer to receive these CAAT documents in paper format, please contact Human Resources at humanresources@durhamcollege.ca for copies. Otherwise, you will be deemed to have consented to receive these documents in electronic format.

Options: You must select one of the following options by checking the appropriate box.

I elect to become a member of the Colleges of Applied Arts & Technology Pension Plan. My completed and signed enrolment form is attached to this contract.

Enrolment form – (<https://www.caatpension.on.ca/en/members/part-time>)

I have received information concerning my right to become a Member of the Colleges of Applied Arts & Technology Pension Plan, and by signing this offer letter, I confirm that I do not wish to become a member at this time. I understand that if I apply to become a Member at a later date, it will be under the terms of the Plan in effect at that time. If I am eligible to join when I apply, my membership will be effective from my enrolment date and will not be retroactive.

I am currently a member of the CAAT Pension Plan at this College or another CAAT plan participating employer; I have made pension contributions in the past at this College or another CAAT plan participating employer.

This contract ends at the contract conclusion without additional notice or obligation by Durham College and is not a representation or guarantee of any employment beyond the contract conclusion. The parties agree that this agreement may be terminated in advance of the contract conclusion at any time by joint agreement; by either party given written notice in accordance with the provisions of the Employment Standards Act, or pay in lieu of notice; or for cause at any time without notice, pay in lieu of notice or severance of any kind. If the ESA provides you with superior entitlements than provided for in this contract, the College will provide you with your statutory entitlements in substitution for your rights under this agreement. The payments and benefits set out above shall fully satisfy the College's notice and severance obligations upon the termination of your employment, whether arising under the ESA, the common law or this agreement.

If you agree to this offer on the preceding terms, please sign your name and return this completed document to your supervisor as soon as possible. We look forward to having you as part of the Durham College team.

I hereby accept employment on the terms and conditions noted herein, and I confirm my election/the information provided concerning the CAAT Pension Plan, above.

Appointment Accepted By:

Administrative Manager Signature:

Hiring a student who has not been approved by the program or who exceeds the bi-weekly maximum hours will be charged to the departmental budget.

Human Resources Signature:

All contracts of employment will be sent from Financial Aid to Human Resources to confirm employment approval.

CONFIDENTIALITY AGREEMENT

During your employment at Durham College, you may have access to confidential information. As in any business setting, you must not discuss this beyond the workplace or use or discuss this information for any purpose other than to complete the task in which you have been assigned. Should there be any breach of confidentiality in your area, employment may be suspended immediately pending an investigation. If you are responsible for a breach of confidentiality, employment may be terminated. ***Your signature below indicates your acceptance of this condition of your employment.***

If you have any questions regarding the confidentiality of information, please consult your immediate supervisor.

Student First Name:

Student Last Name:

Student Banner ID:

Student Position Title:

Student Signature:

Administrative Manager Signature: