

MOHAWK COLLEGE OF APPLIED ARTS & TECHNOLOGY
TERMS OF EMPLOYMENT
PART-TIME EMPLOYEES (NON-ACADEMIC)

A part-time employee is defined under this category as a non-academic employee who has an employment contract for up to a maximum of 24 hours per week.

1. **Rate of Pay and Deductions:**

Your rate of pay is as outlined in your Part-time Employment Contract. Compulsory deductions are made for Employment Insurance, Canada Pension Plan, and Income Tax. If you require anything other than the basic deductions for income tax, you must contact Payroll Services and complete a Revenue Canada TD1 Form.

2. **Overtime Pay:**

Your regular rate is the wage rate for an hour of work in a regular non-overtime work week. Time and one-half the regular rate is paid after 35 hours in a week. There is no provision for overtime pay on a daily basis.

3. **Vacation Pay:**

Four percent of your earnings in lieu of paid vacation is added to your hourly rate and outlined as a separate pay item on each pay statement.

4. **Public Holidays:**

Conditions for qualification for Public Holidays with pay are as outlined in the *Employment Standards Act*:

You qualify for a Public Holiday with pay if you:

- have worked on your regularly **scheduled** day before and on your regularly **scheduled** day after the holiday **and**
- provided reasonable cause if you *cannot* perform a full day's work on the holiday if you have previously agreed to work on that day **and**
- are not employed under an agreement where you may elect to work or not when requested to do so.
- Public holidays are New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

5. **Sick Benefits:**

Any time lost as a result of sickness will be without pay until such time you qualify under the Colleges Internal Policy H132 at which time you will be notified accordingly.

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6. Colleges of Applied Arts and Technology Pension Plan:

As an other than full-time (OTFT) employee of Mohawk College of Applied Arts & Technology in Ontario, you can choose to join the Colleges of Applied Arts & Technology (CAAT) Pension Plan once you have met the following criteria: "An OTFT employee may choose to join when they have completed 24 months of continuous eligibility service. Continuous means having worked, been on vacation or on leave of absence for 24 months". In addition, if the 24 months show a pattern of consistent employment - for example, the employee did not work each summer - such employment will count.

7. Workplace Safety & Insurance Board (WSIB):

All work-related accidents must be promptly reported to your supervisor, and the appropriate College Accident/Incident form (#0361) must be completed and forwarded within 24 hours to the Manager, Occupational Health and Safety/WSIB at the Fennell Campus. Any benefits paid will be at the discretion of the WSIB. All employees are encouraged to work in a safe manner and read the College's "Emergency Safety Security Procedures" Booklet.

8. Payroll System:

Your department manager/supervisor will confirm with you whether you have been set-up on the Automatic Payment System or whether biweekly time sheets are to be completed. Both processes generate your pay; therefore it is the joint responsibility of the department manager and the employee to meet the appropriate deadlines. Manual timesheets must reach Payroll Services (Fennell Campus, Room F106) no later than the Tuesday following the pay period worked. Please ensure that your employee number is included on all timesheets & contracts.

9. Pay Schedule:

The pay schedule is a two-week pay, with two weeks in arrears, paid every second Friday (copy attached). To arrange for mandatory direct deposit, please contact Payroll Services (Fennell Campus, Room F102). Your Pay statement will be available for pick up in your department on pay day.

10. Changes:

Please advise Staff Services of any name, address, or other changes immediately.

11. Inquiries:

For inquiries about your terms and conditions of employment please contact Sandra Harris, Staff Services at Extension #2320. If your Inquiry is related to your time sheets or paycheques it should be directed to Payroll Services at Ext. 2266 or Ext. 2212.