

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
TERMS OF EMPLOYMENT
PARTIAL-LOAD ACADEMIC EMPLOYEES
(more than six and up to and including twelve hours per week on a regular basis)

1. Rate of Pay and Deductions:

Your rate of pay is as outlined in your Part-Time Employment Contract. A partial-load employee shall pay dues in accordance with Article 10 of the Academic Collective Agreement 1996-2001, Union Deduction. Compulsory deductions are also 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. Vacation and Public Holiday Pay:

A portion of the hourly rate for partial-load teachers is in lieu of vacation pay. Partial-load employees who are under contract on the last working day prior and the working day subsequent to a holiday as defined in Article 16 of the Academic Collective Agreement 1996-2001, Holidays, shall be paid for these days if they are regularly scheduled teaching days. Under contract means there is a written contract between the College and the employee.

3. Sick Benefits:

Partial-load employees will be covered by the Short Term Disability Plan described in Article 17 of the Academic Collective Agreement 1996-2001, with the 20-working days of coverage for 100% regular pay to be pro-rated based on the length of your contract and the number of teaching contact hours. Details are provided in Appendix V of the Academic Collective Agreement 1996-2001.

4. Group Benefits:

Partial-load employees are eligible to participate in the College's Group Insurance Plans offered through Sun Life of Canada (Extended Health Care, Vision, Hearing, Dental and Life Insurance), subject to the carrier's requirements. Enrolment is optional, therefore you are required to contact the Benefits Section of the Staff Services Division for enrolment information.

5. 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.

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6. 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.

7. 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.

8. Pay Schedule:

The pay schedule is a two-week pay, with two weeks in arrears, paid every second Friday. To arrange for mandatory direct deposit, please contact Payroll Services (Fennell Campus, Room F106). Your Pay statement will be available for pick up in your department on pay day.

9. Changes:

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

10. Inquiries:

For inquiries about your terms and conditions of employment, please contact Sandra Harris, Staff Services at extension #2320. Please direct any inquiries regarding your time sheets or paycheques to Payroll Services at Ext. 2266 or Ext. 2212.

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PARTIAL-LOAD EMPLOYEES
(from the Collective Agreement for CAAT Academic Employees, 1996-2001)

Article 2
STAFFING

2.01 The College will give preference to the designation of full-time positions as regular rather than partial-load teaching positions subject to such operational requirement as the quality of the programs, attainment of the program objectives, the need for special qualifications and the market acceptability of the programs to employers, students, and the community.

Article 26
PARTIAL-LOAD EMPLOYEES

26.01 A partial-load employee is defined as a teacher who teaches more than six and up to and including 12 hours per week on a regular basis.

26.02 A partial-load employee shall not receive salary or vacations, but shall be paid for the performance of each teaching hour at an hourly rate calculated in accordance with Article 14.04 of the Academic Collective Agreement 1996-2001. **It is understood that some variation of these schedules in 14.04 B and 14.04 C will be required to take into account the results of the deliberations of the task force and/or arbitration board concerning the "post-secondary/non-post secondary" issue, referred to in a letter of understanding attached to the Collective Agreement 1996-2001 on Page 106.*

26.03 It is agreed that Article 27, Job Security, has no application to partial-load teachers except as referred to in 27.04 A, 27.06(iv), (v), (vi), 27.08 B and 27.12. Such partial-load teachers may be released upon 30 days' written notice and shall resign by giving 30 days' written notice.

26.04A For the purpose of determining the service of a partial-load teacher under Article 27.06 (iv), (v), (vi), and 27.08 B and for the purpose of determining progression through the grid, 10-months of on-the-job experience will entitle the employee to one year of service and to progress one step on the grid, except as noted in 26.04 B.

26.04B On-the-job experience will be calculated as follows: a partial-load teacher will be entitled to credit for service from September 1, 1971 (but not earlier) on the basis of one-half (1/2) month's credit for each full month of service up to January 1977 and thereafter on the basis on one-half (1/2) month's credit for each calendar month in which the employee teaches thirty (30) hours or more.

26.05 A partial-load employee shall pay dues in accordance with Article 10, Union Deduction.

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26.06 In order to satisfy the requirements of the Pay Equity Act (Ontario) the parties agree to the following modification of the access of partial-load employees to benefit coverage under the Academic Collective Agreement 1996-2001:

The College shall pay 100% of the billed premium of the Extended Health Plan found in Article 19, Other Insurance Plans for partial-load employees, excluding Vision and Hearing coverage, and subject to the application procedures for this benefit, with the exception of these employees who opt out of the plan because of spousal coverage elsewhere. Details are provided in Appendix V of the Academic Collective Agreement 1996-2001.

The College shall provide for access to the Dental, Vision, Hearing and Life Insurance Plans found in Article 19, Other Insurance Plans for partial-load employees provided the premium is paid by the employee. Details are provided in Appendix V of the Academic Collective Agreement 1996-2001.

The College shall provide partial-load employees with access to the rights provided in Article 12, Tuition Subsidy; Article 21, Leaves of Absence; Article 22, Parental Leave, and Article 23, Prepaid Leave Plan, of the Academic Collective Agreement 1996-2001. Details are provided in Appendix V of the Academic Collective Agreement 1996-2001.