



Date: \_\_\_\_\_

Enter Student's Full Name: \_\_\_\_\_

Enter Student's full Mailing Address: \_\_\_\_\_

Dear \_\_\_\_\_

This is to confirm your temporary part-time assignment as a student worker in the position of

\_\_\_\_\_ in the \_\_\_\_\_, # \_\_\_\_\_,  
Enter Position Title from Posting Enter Department Name Department Number for Payroll  
Sir Sandford Fleming College, \_\_\_\_\_, subject to the following:  
Campus Location

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Hours of Work: \_\_\_\_\_ (Subject to change)

Rate of Pay: \$14.56 per hour, plus 4% vacation pay

**Fleming Work Study (FWSP) Candidate?**      **Yes**      **No**

**ISEP Funded?** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

Student Workers submit all hours through digital self-service timesheets. You will be required to submit to your supervisor on a bi-weekly basis for approval and submission to Payroll in accordance with the attached pay schedule. You will be paid two (2) weeks in arrears. Training will be provided and you can learn more about digital timesheets by visiting:

<https://department.flemingcollege.ca/hr/payroll/digital-self-service-timesheets/>

If working in more than one area across the College, you are not to exceed a combined total of 15 hours a week during active study periods or 24 hours a week during non-study periods in the regular academic year.

If you are a new employee, please complete and return the enclosed payroll information along with your signed letter to Payroll/Human Resources at your earliest convenience.

The College reserves the right to terminate this contract and your employment by providing the notice required under the Employment Standards Act.

You are entitled to join the CAAT Pension Plan, under its DBplus design (Appendix G of the Plan Text). DBplus offers members a defined benefit lifetime pension in retirement, based on contributions you and your employer make to the Plan. Please see the enclosed materials and visit [www.caatpension.on.ca/members](http://www.caatpension.on.ca/members) for details about the Plan and factors to consider before joining. If you wish to join the Plan, it is your responsibility to review the materials provided, return the enrolment form to your HR department or employer contact, and to follow up by checking that appropriate Plan contributions are being deducted from your pay. If you join, you will contribute 9% of your earnings, and your employer will match your contributions, dollar for dollar. Once you become a member of the Plan, and subject to the Plan terms, you are required to contribute on any applicable earnings from employment with a participating employer, and will continue contributions until you terminate employment, retire or die. If you terminate employment, your membership in the Plan continues for 24 months, which may limit the payment options available to you during this time. If you are eligible to retire when you terminate employment or become eligible during the 24-month extension of membership, you can then elect to start your pension at that time. If you do not join when enrolment is first offered, you may join the CAAT Pension Plan, subject to its terms, at any time during your employment. If you are already a member of the CAAT Pension Plan through another college or participating employer, or if you already have an entitlement under the Plan, it is your responsibility to notify your new employer immediately so that contributions can be made, if applicable. If you do not advise your employer of this, it could result in a lost opportunity to further grow your pension.

Fleming College is committed to building an inclusive and accessible learning and working environment. We welcome those who would contribute to the further diversification of our community including, but not limited to, women, racial / visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

Through a collaborative approach, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Fleming College will ensure the full participation of those with disabilities by making appropriate accommodations available to you throughout any stage of the hiring process as well as throughout your entire employment.

We trust that you will enjoy your time working with Fleming College. Please sign and return one copy of this appointment letter to the undersigned to be sent to the Human Resources Department.

Sincerely,

Supervisor Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

I acknowledge, understand and agree to the foregoing terms and conditions of employment.

Date: \_\_\_\_\_

\_\_\_\_\_  
Enter Students Full Name

Copy: Human Resources/Payroll, Hiring Manager

Attachments: CAAT Pension Information, New Employee forms (if required), Pay Schedule