Click here to select date.

Enter Student’s Full Name.

Enter Student’s Email Address.

Dear Enter Student’s First Name:

Congratulations on your new role! This is to confirm your temporary part-time assignment as a student at Sir Sandford Fleming College (Fleming College), subject to the following:

**Start Date**: Select start date.

**End Date**: Select end date.

**Position**: Enter Position Title from Posting

**Department**: Enter Department Name

**Campus**: Select a Campus/Location

**Hours Per Week (Subject to Change):** Enter number of hours.

Your initial anticipated hours of work are expected to be flexible and scheduled during standard business hours, Enter anticipated hours of work (e.g. Monday, to Friday, 8:30 a.m. to 4:30 p.m..

**Rate of Pay**: $ 17.60 per hour, plus 4% vacation pay

**Manager**: Enter Manager’s Name

**Department** #: Enter Department Number for Payroll

**Funding: Fleming Work Study (FWSP) Candidate? Select answer here**

**ISEP Funded? Select answer here**

**Additional Information:** Insert here or state N/A

This offer is conditional upon your ability to demonstrate and maintain eligibility to work in Canada via submission of your SIN and Work Permit (if applicable) to Human Resources.

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.

***You will be required to enter time on our digital timesheets***. You will enter time daily, which will be submitted to your supervisor for approval in a timely fashion. Payroll will contact new employees with instructions on this process. *Note: Returning employees should follow the same digital timesheet process used previously. Please direct any questions to payroll@flemingcollege.ca.*

Following the attached pay schedule, you will receive bi-weekly payments, two weeks in arrears, through the automatic payroll system (direct deposit to your bank account).

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

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 <https://www.caatpension.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, which will be automatically deducted from your bi-weekly pay. 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 the College immediately so that contributions can be made, if applicable. If you do not advise the College 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.

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

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,

Enter Hiring Manager’s Name.

Enter Hiring Manager’s Title.

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

Date Signed:

Enter Students Full Name

Copy: Human Resources (HR@flemingcollege.ca), Enter Hiring Manager’s Name., Enter Hiring Delegate’s Name (if applicable) otherwise leave blank

*Attached: CAAT Pension Information, Pay Schedule, 2025 Timesheet Deadlines*

*Copy: Hiring Manager, Human Resources, Payroll, Hiring Delegate (if applicable)*

*v. October 2025*