PART–TIME PROFESSOR/INSTRUCTOR

**Definition:** A part-time professor/instructor teaches six hours per week or less. Employees who carry out faculty responsibilities on a less-than-full time complementary/attributed hours basis are also considered to be part-time.

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| Employment Insurance (EI), Canada Pension Plan (CPP), Workplace Safety and Insurance Board (WSIB), and Employer Health Tax (EHT) | Deducted and remitted according to government regulations. . |
| Pension Plan | You are eligible to enrol in the C.A.A.T. Pension Plan upon hire. Please visit [www.caatpension.on.ca](http://www.caatpension.on.ca) to read more about membership and whether it is right for you.  **If you are interested in enrolling in the Plan, contact the Human Resources Benefits Administrator.** |
| Sun Life (Group Insurance) | Not applicable. |
| Statutory Holidays | Not Paid. |
| Seasonal Closure Period (December) | Not Paid. |
| Vacation Pay | Incorporated into hourly rate. |
| Sick Days | Not Paid (time worked = time paid) |
| Short-Term/ Long Term Disability | Not applicable. |
| Employee Assistance Plan (EAP) | Not applicable. |
| Professional Development /  Tuition Rebate | $20.00 course registration fee, limited to one course per semester. Additional information available from the Admissions office.  Eligible for 50% Tuition Rebate upon completion of six months equivalent service (service = 1/4 month for each full month of employment). Tuition rebate guidelines can be accessed on the HR website. |
| RRSP, Canada Savings Bonds | Optional – employee pays. |
| Computer Purchase Plan | Not applicable. |
| Union Dues | Not applicable. |
| Step Progression | Not applicable. |
| Leave of Absences | **Maternity/Parental leave \***  Up to 17 weeks unpaid maternity leave. Not eligible for supplementary Unemployment Benefit Plan top-up. Up to 35 weeks unpaid parental leave. Not eligible for supplementary Unemployment Benefit Plan top-up.    \*You will need to apply directly to Service Canada to determine approval of eligible EI benefits.  **Bereavement Leave**  3 days  **Jury Duty**  Regular pay is continued. All fees paid by the court shall be turned over by the employee to the College.  **Prepaid Leave**  Not eligible  **Reduced Workload**  Not eligible  **Paid Personal Leave**  Not eligible  **Unpaid Personal Leave**  Unpaid, emergency leave of up to 10 days is available at the discretion of the College.  **Family Leave/Compassionate Leave**  8 weeks of unpaid leave from the College. \* May be eligible for EI benefits.  **Citizenship Leave**  Not eligible |

**Terms & Conditions Code: F-T&C – F10**

**Letter Template Code: F-10**

**Revised: August 15, 2016**