PARTIAL LOAD PROFESSOR/INSTRUCTOR

**Please note that where any discrepancy exists between this document and the Collective Agreement for Academic Employees or the Local Memoranda of Understanding (MoU), the Collective Agreement/MoU will prevail.**

**Definition:** A partial load instructor teaches more than six and up to and including twelve hours per week on a regular basis. Refer to Article 26 of the Academic Collective Agreement and the Local Memoranda of Understanding.

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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.** |
| Consideration for Full Time Vacancies | Partial load employees shall be considered internal applicants in the process of consideration for full-time faculty vacancies if they have a partial load contract at the time of the job posting or were partial-load employees in the month prior to the posting, pert Article 27.11 B. |
| Sun Life( Group Insurance) | Mandatory College-paid Extended Health Care. Voluntary enrolment in other health coverage by employee paying premiums – subject to completion of waiting periods. Refer to Partial Load benefit cost sheet |
| Statutory Holidays | Paid if holiday is a regularly scheduled teaching day. |
| Seasonal Closure Period (December) | Not Paid |
| Vacation Pay | Incorporated into hourly rate. |
| Sick Days | Pro-rated based on teaching contact hours as per Article 26.08B of the Academic Collective Agreement. |
| Short-Term Disability | 75% of regular pay to the end of your current contract. |
| Long-Term Disability | Not applicable. |
| Employee Assistance Program (EAP) | Optional – Elected on an individual basis, to access the counselling service provided by Family Services. A regular deduction of $1.00 per pay is required. |
| 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 of equivalent service (service = ½ month for each full month teaching a minimum 30 partial load hours).Tuition Rebate guidelines can be accessed on the HR website: |
| Local Union Dues | Regular dues shall be deducted $2.00 per pay as established with the Union Local in accordance with Article 10.02 of the Academic Collective Agreement. |
| Union Dues | Deducted in accordance with Article 26.05 of the  Academic Collective Agreement. |
| RRSP, Canada Savings Bonds | Optional – employee pays. |
| Computer Purchase Plan | Not Applicable. |
| Step Progression | Step increase upon completion or upon evidence of an increase in formal related credentials (to limits as specified). Service credit s earned as partial load faculty will also entitle partial load faculty to step increase. For details go to the Academic page on the HR website. |
| Leave of Absences | **Maternity/Parental leave \***  Up to 17 weeks unpaid maternity leave. Eligible for supplementary Unemployment Benefit Plan top-up to the end of your current contract (Refer to Article 22.01 Academic Collective Agreement)  35 weeks unpaid parental leave. Eligible for supplementary Unemployment Benefit Plan top-up to the end of your current contract (Refer to Article 22.01 Academic Collective Agreement)  \*You will need to apply directly to Service Canada to determine approval of eligible EI benefits.  **Bereavement Leave**  As determined by either articles 21.04 or 21.02, but not both in conjunction. Please refer to collective agreement for specifics.  **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 |

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**Letter Template Code: F-09**

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