SESSIONAL 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 sessional professor/instructor is hired to teach more than 12 hours per week on a regular basis or to perform non-teaching academic responsibilities on a full-time basis for a term of up to 12 months within a 24 month period.

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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) | If your contract ends on a date between December 24 and December 31 you will not be paid for the closure period. If your contract end date is beyond December 31 you shall be paid for the closure period. |
| Vacation Pay | Incorporated into hourly rate. |
| Sick Days | Not paid (time worked = time paid) |
| Short-Term/Long Term Disability  | 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 of equivalent service (service = 1/2 month for each full month of employment).Tuition Rebate guidelines can be accessed on the HR website. |
| Employee Assistance Plan (EAP) | Not Applicable. |
| RRSP, Canada Savings Bonds | Optional – employee pays. |
| Computer Purchase Plan | Not Applicable. |
| Union Dues | Not applicable. Not covered by the Academic Collective Agreement. |
| 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**At the discretion of the College.**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-03**

**Revised: August 15, 2016**

If you have any questions, please contact your Human Resources Consultant.